

Student Handbook



2025-2026

Arcola Elementary School

351 W. Washington St.

Arcola, IL 61910

217-268-4961

<http://www.arcola.k12.il.us>

Purple PRIDE Schoolwide!

Approved by the Arcola CUSD #306 Board of Education



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GENERAL INFORMATION

MISSION STATEMENT

The mission of the Arcola School District is to foster a safe, positive and rewarding environment that challenges the mind, body and soul of each student to reach his/her unique academic potential. Students will use these skills to communicate effectively, think clearly, make knowledgeable decisions, and become responsible citizens who embrace diversity, encourage community pride and are productive members of our society and country.

Contact Information

Principal

Marissa Brewer
mbrewer@arcolaschools.com

Director of Student Support

Kyle Shay
kshay@arcolaschools.com

Secretary

Julie Gauna
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Attendance Clerk

Jill Raymond
jraymond@arcolaschools.com

Superintendent

Dr. Tom Mulligan
217-268-4963
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Board Members

Lucas Shonkwiler
Sue Stout
Casey Conlin
Jeremy Shonkwiler
Julie Sanchez
Allyson Wise

Elementary School Office: (217) 268-4961

Elementary Office Hours: 7:30 AM to 3:30 PM Monday through Friday

Student Attendance Hours: 8:05 AM to 3:00 PM

24 HOUR ATTENDANCE HOTLINE: (217) 268-4703

Please call this number to report absences.

DISCLAIMER

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. This handbook serves as a summary of board policies and may be amended during the school term without notice. Any additions or deletions will be brought to the attention of the students, parents, and staff in a timely manner.

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited^[2]

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint: Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and

6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

STUDENT REGISTRATION, ENROLLMENT, AND ATTENDANCE

Residency

Only students that are residents of the district may attend a district school without a tuition charge, except as otherwise provided in Board policy or in State Law. A student's residence is the same as the person who has legal custody of him/her. A student whose family moves out of the district during the school year will be permitted to attend school for the remainder of the year without the payment of tuition. (The entire Residency Board Policy is available at the Unit Office.)

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by Board Policy 7:60.

Homeless Child's Right to Education

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

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Assistance and support for homeless families includes educational organizations and schools, food bank and meal programs, local service agencies, medical services, and other support. Please contact the elementary office for more information.

Registration

Registration for all kindergarten through sixth grade students is held annually in August. Parents must present their child's physical and immunization records to the school officials to complete the registration process. Proof of residency

and a birth certificate are necessary for first time enrollment. If a parent/guardian is unable to produce a birth certificate, an affidavit as to why it is not available must be produced along with another proof of identity. Registration fees, if any, are payable at the time of registration. Unpaid fees will be turned into a collection agency if not received within 30 days of registration.

Fines, Fees, and Charges

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A 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 principal will give additional consideration where one or more of the following factors are present:

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

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

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Little Riders Preschool Program Eligibility/Enrollment

Children who are between the ages of 3-5 and are residents of Illinois may enroll in the Arcola Preschool Program. Programming choices are based on availability of funding, student needs, and guidelines established by the funding source. The selection process may also be based on established assessment screenings and Individualized Education Plans (IEP).

To register for the Arcola Preschool Program, children must first have a developmental screening. Developmental screenings are typically conducted during the Annual Pre-school Round Up. However, Eastern Illinois Area of Special Education (EIASE) may also administer these on an individual basis. Parents are required to fill out an enrollment application and to provide the following documents: proof of residence in the state of Illinois, certified copy of the child's birth certificate (not hospital copy), proof of family income or public aid, and record of a current medical examination including up-to-date immunizations, lead and TB screening.

Attendance

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

To be eligible for admission to kindergarten, a child must be 5 years old on or before September 1 of that school term.

We are pleased to offer an all-day kindergarten program at our elementary school. Our district recommends the all-day kindergarten program as it allows more time for instruction, enrichment, reinforcement and intervention. Parents interested in half-day kindergarten should contact their building principal. **Children who enter first grade** must be 6 years of age on or before September 1 of that school year. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. Students that have been home-schooled will be assessed by district personnel to determine grade level placement.

Procedures for Absences

1. When your child will be absent from school, please notify the school by calling the Attendance Hotline at 268-4703 anytime, 24 hours a day. If the school is not notified of the absence, in order to ensure student safety, the school will attempt to contact the parent to confirm the absence within 2 hours of the start of the school day. **Each parent/guardian must provide two current telephone numbers for the purposes of this section.**
2. After each absence, if the school has not been contacted, a written note from a parent must be submitted to the office upon the first day of return to indicate the date(s) the student was absent and the reason for the absence(s). Upon request of the parent/guardian, the reason for an absence will be kept confidential.
3. Any absence without parental notification will be considered unexcused.
4. **If you desire homework for an absentee**, please call the school by noon, and the teacher will have it available for pick up at the office by 3:00 PM.
5. If a child has been called in or left school early due to illness, he or she may not attend school activities that day or evening.
6. If a child has had a fever, diarrhea, or vomiting, we ask that he/she not attend school until fever and/or symptom-free for 24 hours without fever-reducing medications.

Student Absences

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

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of a student), observance of a religious holiday or event (explained below), death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety or health, attending a military honors funeral to sound TAPS[1], or other reason as approved by the building principal.

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

All other absences are considered unexcused. Examples of unexcused absences include missing the bus, oversleeping, hair appointments, shopping trips, a medical or dental appointment that is not that of the absent child, any unreported absence, etc. A student that has an unexcused absence **may not attend any school activity or be on campus on the day or evening of that absence.**

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork

assignments. The school may require documentation explaining the reason for the student's absence. Upon request of the parent/guardian, the reason for the absence will be kept confidential.

When medical and dental appointments cannot be scheduled outside of the school day, a **doctor's note is required**. Please avoid scheduling appointments during standardized testing weeks. In general, it is best to schedule any appointments in the afternoons.

Any absence for illness beyond 3 consecutive school days (Example: Friday, Monday, Tuesday) requires a doctor's note. A student with excessive absences due to illness may be required to produce a doctor's note in order to count it as an excused absence. When an extended illness exceeds ten school days' duration and is of such a nature that the student is able to study but unable to attend classes, the parent may request that the school provide homebound instruction for their child.

Note: Students who were absent from school for the day (or sent home sick for a portion of the day) will not be permitted to attend any school activities that evening. Exceptions will be made if the student was absent for a medical appointment or if the student has permission from the principal to attend the school event.

Release Time for Religious Instruction and Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Advance Approval for Absences/Pre-Planned Absences

In order to promote regular attendance at school, the Arcola School District will follow the guidelines for excused absences (stated above) as set forth by the State of Illinois. However, the school district realizes there may be times when parents need to take their children out of school for special or unusual events.

Pre-arranged absences will be allowed and excused as long as the following criteria have been met:

- The student must have an overall attendance rate of 95% or above for the previous 175 school days. (This includes attendance in a former school, if applicable. When the student has an attendance record that is shorter than 175 days, the school will base the percentage on the data available.)
- The number of excused absences shall be limited to **three (3) days per school year**.
- No planned absences will be allowed during state and benchmark testing (MAP).

Procedures for Requesting a Pre-Approved Absence

1. An *Advanced Absence Approval Form* must be requested from the office or obtained from the school website.
2. The completed form must be submitted to the building principal at least 5 days prior to the requested absence. At the principal's discretion, a meeting or phone conference may be requested prior to an approval of the pre-planned absence.
3. The teacher will not be expected to provide work in advance of the absence; work must be made up within 3 days following the absence. In the event that the work is not submitted within that time, the student will attend working lunch until it is completed.

Make-Up Work

When a student is absent, he/she will be expected to make up all missed work, including homework and tests, for full academic credit. This includes students that are absent due to a suspension. In general, a student will be permitted the same number of days as he/she was absent to turn in the make-up work. A student who receives an unexcused absence, may be required to attend "working lunch" until all work has been submitted.

Appeal of Decisions Regarding Absences

If a parent is dissatisfied with a principal's decision regarding an unexcused absence and would like to appeal the decision, the parent must first meet face-to-face with the principal to discuss the absence. Following this conference, a

parent may appeal the decision to the superintendent who will review the circumstances and whose decision shall be final.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants.

Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants.

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

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

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

PROCEDURES RELATED TO SCHOOL ATTENDANCE

Morning Drop Off

Preschool and kindergarten students should be dropped off at the main entrance on the north side. School age students in grades 1-6 may be dropped off at the north elementary school entrance or the south entrance of the high school. Please have your children's backpacks and belongings collected and with them, so that they are able to quickly exit the car and traffic is not delayed.

All entrances to the building will be locked until 7:30 AM. Please do not drop off your child before 7:30 AM, because there will not be supervision before that time. K-6 students arriving between 7:30 AM and 7:55 AM should report to the high school gym or the south black top area as weather permits. Preschool and Kindergarten students will either report to the north playground (when weather permits) or the elementary gym. If your child eats breakfast at school, he or she should report directly to the cafeteria before 7:50 AM and may enter through the cafeteria doors. Students will be released to classrooms at 7:55 AM.

After the first 3 days of attendance, students will be expected to walk to the classroom by themselves. Parents will not be permitted past the elementary foyer. If a child is having separation problems, school staff will assist with the transition.

If your child is late (after 8:05 AM) for any reason, it is important that he/she check in at the office. Students that arrive late due to bus service will not be marked tardy.

Dismissal

Only elementary **bus riders** will be dismissed **at the south entrances where buses arrive**. For safety reasons, no other students will be permitted to exit the building in areas where buses are loading. When picking up your child, please help ensure safety by picking up **at the curb** on the north side of the elementary building (Washington Street), at the cafeteria doors, or the main exit on the south side of the high school. Please do not allow your child to cross the street or busy parking lot to get to your vehicle. Children should not be picked up on Diamond Street due to congestion and bus traffic. All students are expected to leave campus immediately upon dismissal.

Traffic Patterns: Morning Drop Off and Pick Up

In order to cut down on congestion on Washington Street, please follow the traffic pattern below.

Additional Notes Regarding Drop Off/Pick-Up

If you are the first vehicle pulling into the drop off/pick up lane in the morning, please pull up to the farthest location so as many cars as possible can fit within the drop off/pick up lane. (A staff employee is generally present to direct vehicles to the most forward drop-off location.)

For Safety Reasons: When dropping off or picking up, children must enter and exit on the passenger side of the vehicle closest to the curb. They are not to pass between vehicles. If your child is unable to open and close his/her own passenger side of the vehicle without assistance, please park in visitor parking and escort your child to the building or allow supervisors to help. **Drivers are not to exit the vehicle while in the drop off/pick up lane.**

Also, please drive down the far-right side of the lane, next to the curb. Do not park in the lane during drop off and pick up times.

Bike Riders

Bicycles must be parked in racks provided. It is the responsibility of each student to secure his or her bicycle during school hours. The school is not responsible for lost or stolen bicycles.

Bus Transportation

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

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

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

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

School Bus Safety Rules

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

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

Additional resources follow:

National Highway Traffic Safety Administration - School Bus Safety

https://one.nhtsa.gov/people/injury/buses/getting_to_school/schoolbus2.html

U.S. Department of Transportation - School Bus Safety Campaign Material

www.trafficsafetymarketing.gov/get-materials/school-bus-safety/evergreen-campaign-material

National Safety Council - Tips for a Safe Ride

www.nsc.org/home-safety/tools-resources/seasonal-safety/back-to-school/bus

Ill. State Police - School Bus Safety

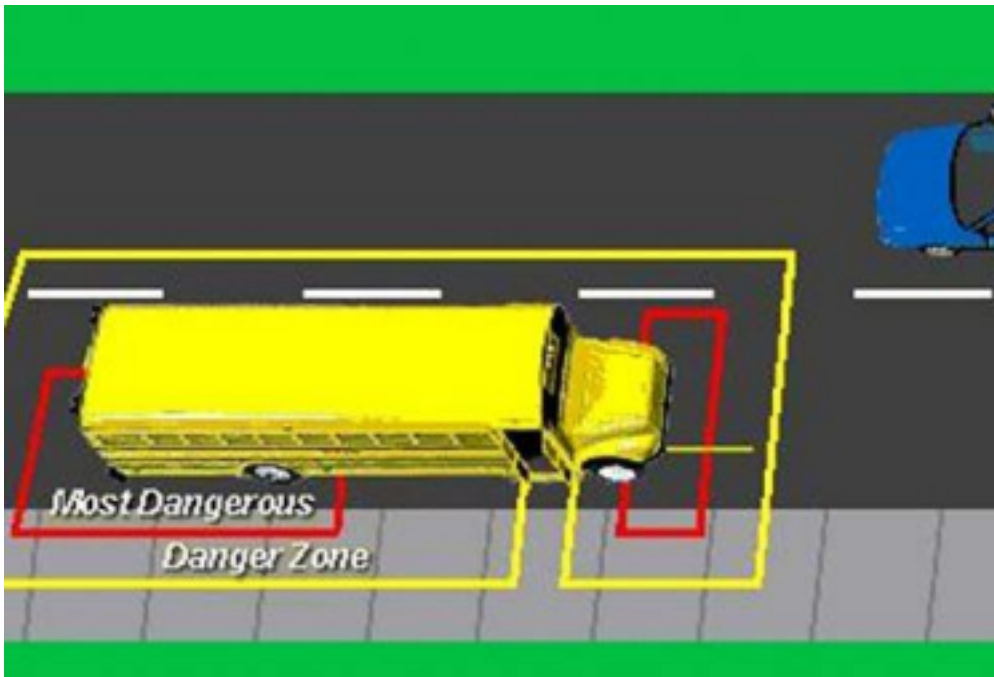
<https://isp.illinois.gov/StaticFiles/docs/TrafficResources/5-542.pdf>

Ill. State Board of Education - School Bus Safety What Parents Should Know

www.isbe.net/Documents/bus_safety_parents.pdf

Ill. State Board of Education - Instructions To School Bus Riders

www.isbe.net/Documents/bus_ride_instruct.pdf



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

For questions regarding school transportation issues, contact Gould's Bus Service - 217-253-2232.

Late Pick-Up and Bus Returns

Afternoon pick-up is at 3:00 pm. Parents will be required to come to the office to sign out students after 3:10 pm, at which time your child will be brought into the office to wait for you. Repeated late pick-up (beyond 3 in a quarter) will require a meeting with the school principal to discuss possibilities of alternative after-school arrangements. If a child does not get picked up on dismissal or the bus has to return the child to school because no one is home, it might be necessary for the police to take the child into temporary custody, especially if the child's supervision is required beyond office hours.

Leaving Campus during the School Day

If it is necessary for a student to leave school during the regular school day, a parent or guardian must check the student out by reporting to the office to identify him/herself, give a reason for the absence, and sign the student out. **Teachers will not release students until notified by the office that the appropriate parent or guardian has signed the student out.** If the person checking out the student is not recognized, school officials may ask for identification. School officials will not release students to anyone but the parent or legal guardian without authorization and confirmation by the parent or legal guardian.

If a student becomes ill during the school day, he or she must obtain approval from the office to leave the campus and must follow the procedures for checking out of school.

Emergency Contacts

It is required that we have current phone numbers where parents can be reached throughout the day.

Registration forms should include a home phone, work phone, cell phone, and numbers of other emergency contacts. **Please keep us informed when changes occur.**

Visitors

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

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

to the main office and sign out before leaving the school.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Parking

Visitor parking is located next to the north playground on Diamond Street. Spaces are marked. Vehicles MAY NOT be parked or located in the bus lanes at any time. Parking on the street will be limited to visits of 15 minutes or less at times indicated on the signs. Visitors may not park in the drop off or pick up lanes during arrival and dismissal times.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

PARENTAL INVOLVEMENT

Non-Custodial Parents

Arcola Elementary staff will be happy to provide newsletters, report cards, progress reports, etc. to non-custodial parents. It is the responsibility of the parent to request such information from the classroom teacher. Non-custodial parents may

visit the classroom and have parent-teacher conferences about their child(ren). However, Arcola Elementary will not allow a non-custodial parent to remove the child from school premises unless we have written authorization from the custodial parent. (By listing the non-custodial parent under the emergency information, you give us authorization to release the child to that parent in case of an emergency when we cannot reach the custodial parent.)

Parents who are separated but not legally divorced are advised that the school finds itself in a difficult position when determining who should be allowed to remove the child from school premises. Unless there is a signed custody or other court papers indicating that one parent cannot have access to his/her child, the school can release the child to either parent.

Authorization for Exchange of Confidential Information

When a parent or guardian wishes to allow the school to share or release permanent/temporary records as well as release confidential records and reports to persons other than the parents/guardians, he/she must complete a Consent to Share Information form from the office. School personnel are not authorized to discuss a student's academic progress, concerns, health, etc. with anyone besides the legal parent/guardian without this form on file. The consent will expire after the current school year unless legal parent/guardian requests that it be voided at an earlier date.

School Visitation Rights

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.

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Office Courtesies

The office staff are here to serve, but we do ask for your cooperation with the following:

- If you wish for a message, such as a change in transportation, to be delivered to your child, please call 30 minutes prior to dismissal. The end of the day is very busy; if you call after 2:30, there is no guarantee that your child will get the message.
- The office staff is not available to supervise students beyond the school day. Please do not call to inform staff that you are running late. Instead, please make arrangements to have your child/ren promptly picked up by someone else.

Parent-Teacher Conferences

District-wide parent-teacher conferences are scheduled at the end of the first quarter, but conferences may be requested by you or the teacher at any time throughout the year.

Parents with Disabilities or Limited English-Speaking Skills

Parents or guardians with disabilities who require reasonable accommodations to attend a parent conference, school program, athletic event, School Board meeting, etc. should contact the classroom teacher or administrator. Parents with limited English-speaking skills may request that the district provide a translator for conferences.

Parental Involvement (Title 1)

The school hosts an annual meeting for all parents/guardians, which takes place in the fall of each year. The meeting date will be announced at the beginning of the school year. At the meeting, the school will discuss parental involvement, and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for parents/guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians

to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which parents/guardians may wish to become involved include Family Nights and Project Success activities and events. For more information, contact: Marissa Brewer, principal.

The school provides parents/guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- (d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Mrs. Gentry, principal.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Superintendent Tom Mulligan at 217-268-4963.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

SPECIAL DAYS

Class Parties

Elementary classes will have two scheduled parties: Christmas, and Valentine's Day. Parents will have the opportunity to serve as volunteers for these parties. If you are interested, please contact the teacher.

Treats and Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. Only 100% juice, milk, or water may be served in the Preschool classrooms.

Party Invitations and Gatherings

Party invitations of any type are not to be distributed at school unless the student has one for the entire class. This helps alleviate hurt feelings. The school should not be a place to gather guests prior to an out-of-school party. This makes it

obvious and hurtful to uninvited students.

Delivery of Gifts

Deliveries of flowers, balloons, or any other type of gift are **strongly discouraged** because of the potential for disruption and distraction. Deliveries of this nature will be retained in the school office until the end of the school day. Students will be responsible for retrieving them from the building office.

Name in Lights

Students and school personnel may be recognized on birthdays on the electronic signs by filling out the *Name in Lights* form which is available in the office or on the school's website. The form must be submitted at least one week in advance. The cost is \$1 per birthday. Money raised will go toward sign expenses and will also benefit local charities.

INSTRUCTIONAL MATERIALS

Care of Books, Materials, and Equipment

School materials and equipment used by students should be kept free from marks, scratches, and other signs of misuse. Parents will be required to pay the replacement costs of the books, instructional materials, and equipment lost or damaged by their children.

Dedication Books

Parents may purchase a Dedication Book from the elementary library for \$15.00. These books make wonderful gifts and memorials – and they provide additional reading materials for the students. Simply stop by the office to complete a form or download one from the website. Once your order is complete, you and/or your child will be allowed to choose a book from a selection of titles. A bookplate will be placed inside the book noting to whom and by whom the book was dedicated. You or the honoree will be the first to check out the new book. Once the book is returned, it will become a permanent part of the library's collection for all students to enjoy.

Library Circulation Policy

Arcola Elementary School's Library Circulation Policy is intended to provide for the widest possible use of library materials by students and teachers.

Loan Periods

1. **Books**: Students may check out books for a period of 2 weeks. A book may be renewed 2 additional times for a total of 6 weeks.
2. **Magazines**: A variety of magazines are housed in the elementary library. They are available for check out for grades 3-6.
3. **Reference Material**: Reference materials will remain at school for students to use for research. These materials may be checked out for use in the classroom, and must be returned to the library at the end of each school day.
4. **Inter-Library Loan Materials**: The loan period for inter-library loan materials will be specified by the organization loaning the materials to our school.

Overdue, Lost, or Damaged Books

Books must be returned by the date stamped inside the cover upon check out. A grace period of 1 day is allowed. After this period, a fine will be charged until the book is returned. The total fine will not exceed the cost of the book. Students with overdue library materials will not be allowed to check out additional materials until all overdue items are returned or fines paid. A fine will be charged for lost used books, and the entire replacement cost will be charged for new books.

INSTRUCTION

Instructional Material

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

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Curriculum, Instructional Materials, or Program Complaints

Parents with complaints about curriculum, instructional materials, and programs should complete a Curriculum Objection Form (available online) and use the Uniform Grievance Procedure (available online and at building Unit offices). A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form and using the Uniform Grievance Procedure.

Annual Notice to Parents about Educational Technology

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

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

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

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

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

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

Internet Access/Acceptable Use of Technology (including School-Issued iPads)

Arcola CUSD #306 has the ability to enhance your child's education through the use of our own computer network, iPads, and the Internet. Our network offers the students the ability to store and retrieve work on any device attached to the network. It offers access to a wide variety of educational software and better access to the computer equipment such as printers and apps.

The Internet offers vast, diverse, and unique resources. The district's goal in providing this service is to promote education excellence by facilitating resource sharing, innovation, and communication. However, with this educational opportunity also comes responsibility. You and your child should read and discuss all information pertaining to technology use. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use these resources. Remember that you are legally responsible for your child's actions.

The district takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, the parent(s)/guardian(s) are responsible for setting and conveying the standards that their child should follow. To that end, the school district supports and respects each family's right to decide whether or not to authorize Internet access. If you have concerns regarding school use of technology or Internet access, please talk to the principal. If you choose to deny access to these resources, you must provide your request in writing.

1 TO 1 DIGITAL LEARNING

The Arcola CUSD #306 *Riding Innovation to Excellence* 1:1 Digital Learning program was started in October of 2014 to help ensure excellence in education, which requires technology to be seamlessly integrated throughout the school district. The adoption of our 1:1 digital learning program does not diminish the vital role of the teacher. Integrating technology into the curriculum by using iPads is made possible by effective teaching.

The information found in this section applies to all students of Arcola CUSD #306. All iPads are considered the property of the school district and are to only be used in accordance with the information in this herein. The district retains sole right of possession of the iPads and related equipment; thus school employees have the right to collect and/or inspect the iPads at any time and also have the right to alter, add, and delete software or hardware. The ability to use the iPads is a privilege and not a right

Distribution and Return of iPads

iPads will be handed out within the first few weeks of the start of school each fall. Each student will receive an iPad, case, and charger. If a student does not turn in a charger at the end of the school year, he/she will not be given one the next school year. A student will have the option to purchase a replacement charger from Mrs. Hohlbauch for \$15 to replace the charger that was lost. The equipment that students are issued will follow them through school until it is replaced.

iPads will be returned at some point in the last 2 weeks of school following a schedule to be determined. Any student that leaves the district, graduates early, or is expelled from school must turn in his/her iPad and other equipment by his/her last day of school so that all equipment may be inspected and fines be assessed if needed.

Fines, Damage, Loss, or Stolen iPads

Students must keep their iPads secure at all times and should never take the iPad to a place where there is risk of it being damaged or stolen. iPads must be left in their case at all times, without exception. Students are responsible for any damage to their school issued iPads, cases, chargers, bags, or other school issued equipment. The extent of the damage will be judged by Mrs. Hohlbauch, administrators, and the Tech Team. Fines will be applied based on the extent of damage found during the inspection process. Fines should be paid in the appropriate school office as soon as possible. Any fines not paid from the previous school year will be applied to the next school year's registration fees and must be paid at the time of registration. Students that have unpaid fines will not be allowed to take their iPads home until the fines are paid in full. Any unpaid fines may be turned into collections, and any iPad that is not turned in will result in a theft report being filed with the Arcola Police Department.

With this privilege of the use of these iPads comes the risk of damage. Students should notify Mrs. Hohlbauch right away about any damage to their iPads or other equipment, even if the equipment is still working. For example, if an iPad has a small crack in the screen but can still be used without problem, it should still be reported right away. Should a student's iPad or other school issued equipment become damaged, the parent/guardian or student (if of the age of 18) will be responsible for the fines assessed with those damages. The responsible party may have the option to make monthly payments on the assessed fines if needed. Please contact the child's principal to discuss this option.

FINES:

Damage	Fine			
Missing/Destroyed Elementary Case	\$15			
Broken or Missing Charger	\$15			
Missing or Non-Repairable iPad	\$295			
Damage		1 st	2 nd	3 rd
Broken Screen, Charger Broken in Port, or Headphone broken in jack	Warning	\$25	\$50	

1. After the third time a device needs to be repaired, students may be assigned an alternative device for a period of time to be determined by administration.
2. Fines for other types of damage will be determined on a case-by-case basis
3. Violations for broken screen, charger broken in port, or headphone broken in jack will continue from year to year. 4. The fee schedule for missing or non-repairable iPads will be prorated annually in the following manner. The following fee schedule will apply for full replacement:

Caring for the iPad and Accessories:

- Only use a clean, soft, dry cloth to clean the screen. Do not use any type of cleaners.
- Insert and remove charging cords and headphone cords carefully.
- DO NOT wrap your charging cord around the wall plug as this has been shown to cause breakage of the wires in the ends of the charging cord.
- DO NOT write, place stickers or labels on the iPads, the cases, or charging cords.
- Protect your iPad and accessories from liquid and extreme temperatures.
- NEVER remove your iPad from your school issued case.
- School-issued cases are the only cases that can be used.
- NEVER lean on, throw, or slide your iPad
- Never leave your iPad in an automobile.
- Avoid using sharp objects on the iPad.
- Use caution when placing your backpack down when your iPad is inside.

Using the iPad:

- Students should never leave their iPads unattended. If the iPad is not in the student's possession it should be locked in his/her school or PE locker. The iPad should be locked in a locker during practices and games. • If a student takes an iPad to any extracurricular event, the student is responsible for keeping the iPad secure at all times. The iPad should only be used for school related purposes while at the event.
- Students are responsible for keeping their iPads locked in their P.E. locker during extracurricular practices. • Students are responsible for bringing their iPads to school every day, and the devices must be at least 60% charged. Students who repeatedly leave their iPads at home or do not have at least a 60% charge on their devices may receive disciplinary consequences.
- A student will be issued a replacement device as soon as possible if his/her iPad has been damaged and sent in for repairs. If the district finds the student negligent for significant damages, it may be determined that the student will no longer have access to an iPad or at the very least he/she would not be allowed to take the device home. • Students must use their first and last name during the setup process for naming the iPad. Students should not use “anonymous” or “unknown” as identification.
- Students are allowed to change their background and lock screens, but the use of inappropriate media is not allowed. Inappropriate media includes but is not limited to: guns, weapons, pornographic images, inappropriate language, drugs, tobacco, alcohol, and gang related symbols or pictures. The use of these materials will result in disciplinary action.
- Students are allowed to download personal music through the iTunes store. If storage becomes an issue on a student’s device, he/she will be required to delete personal music.
- No personal apps will be allowed.
- Space may become an issue on the iPad so the school encourages students to use Google Drive, Dropbox, etc for storing files.

- Students are allowed to print from their iPads to designated student printers throughout the building. Students are to only print when instructed to by a teacher.
- Students should be responsible and protective of their personal information such as usernames and passwords and should not keep them where other students can see them or share them with others.
- Students should protect themselves when they are online. Reference the links at the end of this document for tips on this topics
- Students are required to provide their own earbuds or headphones for use during the school day. The school will not be responsible for any lost, stolen, or damaged personal property.
- Students will only be allowed to wear one earbud during passing periods.
- Students should completely shut down their iPads every two or three days to allow for better functioning of the iPad.
- The school has purchased sets of keyboards for students to use at school when needed. Students will be allowed to bring their own keyboards if desired; however, the school will not be liable for lost, stolen, or damaged keyboard

Email Accounts:

Each student in the district will be given a school email that is required to be used on his/her iPad. Students will need to check their school email regularly and use it for all school related work and communication. If a student were to receive a questionable or inappropriate email he/she should report it to district staff immediately.

Students will be allowed to set up personal email accounts on their school issued iPad but need to be aware that if their personal email is on the device that account is subject to inspection as well, and they could receive consequences for any inappropriate behavior made through that personal email just as their school issued email.

Student iPad Activities that are Strictly Prohibited:

- illegal installation or transmission of copyrighted materials
- any attempt to repair an iPad or take it for repair on your own. All damages must be reported to Mrs. Hohlbauch and repairs will be made by the schools contracted repair company.
- sharing or allowing siblings to use a student issued iPad
- any action that violates existing School Board policy or public law
- sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually-explicit materials
- use of the iPad for photographing or videoing any inappropriate content, including transfer of this content to another device for posting to social media.
- use of sites or apps selling term papers, book reports, and other forms of student work
- use of any type of social media on the device
- changing iPad settings
- Jailbreaking (downloading Apps, movies, music, etc from any site other than iTunes or the Apple App Store.)
- sending mass email messages of any type unless directed by a staff member
- gaining access to the school's WiFi network passwords
- hacking into another student's accounts, files, and/or data
- using the school's Internet or email for financial or commercial gain or for any illegal activity
- use of anonymous and/or false communications
- bypassing the district web filter
- any other activity deemed inappropriate by the Arcola CUSD #306 administrators
- loaning iPads or equipment to other students
- borrowing an iPad from another student
- sharing passwords, login information or usernames
- printing to any printer or copier that is not designated for student printing
- AirPlaying to an Apple TV that is not in the room or without teacher approval.
- AirDropping to anyone unless directed to do so by a teacher. (NEVER AirDrop inappropriate material or use the feature for sending messages to other students.)
- sharing personal information online

Parent/Guardian Responsibilities Regarding iPads:

Internet Access Away from School:

Students are allowed to set up wireless networks on their iPads. The use of the iPads on any other network other than the school's will require the parent/guardian to take responsibility for filtering content. Any direct attempts to access

inappropriate content at or away from school is strictly prohibited.

Concerns and Safety:

Parents should communicate with the teacher any concerns they have with the technology their student is using in the classroom.

Any communication between parents and students throughout the school day should go through the main office. Parents should not contact students directly via email/text messages during school hours.

Share with your student how to be safe on the Internet. Talk to him/her about values and standards that he/she should follow while using the iPad. Here are a few sites that can provide you with some useful information. ●

<http://www.nationalcac.org/prevention/internet-safety-kids.html>

- <https://www.staysafeonline.org/stop-think-connect/tips-and-advice>
- <http://www.safekids.com/kids-rules-for-online-safety/>
- http://www.isafe.org/outreach/media/media_tips

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

Parents/guardians may be invited to attend field trips if appropriate. Some parents may wish to chaperone small groups of students. If more parents/guardians are interested in chaperoning than needed, teachers will draw from those that indicated interest. If parents choose to bring younger siblings (that are not school age), they will be asked to drive themselves and will not be given a group of students to chaperone. Siblings that are school-age may not attend any field trips besides their own.

Field Trip Chaperones

The school appreciates those who are willing to help with special events. Being actively involved in your child's education is a positive indicator for educational achievement and success. With this in mind, we ask that those who volunteer recognize the following guidelines.

- Parents/Guardians must refrain from using a cell phone while chaperoning an event.
- Socialization should be limited between adults and more focused on the children.
- Any aggressive behavior (cursing, shouting, physical & verbal threats, etc.) will result in being asked to leave the event and future involvement will be prohibited.
- Chaperones will be responsible for their own child and possibly a group of children.
- For safety reasons, chaperones must stay with the group to which they have been assigned.

Teacher Qualifications

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

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualifications and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Testing Transparency

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

Placement Requests

Written requests for classroom placement considerations must be submitted by the last student attendance day of the previous school year. It is suggested that a second choice also be included along with a rationale for the request. Note that a placement request creates no guarantee. It is important that rosters be balanced, and other considerations also go into creating class lists. Once classes are assigned, there will be no changes. In the event that teaching assignments change, parents will not be notified to make changes in their original requests. Parents will be notified about classroom assignments at registration. No early confirmation or denial of requests will be made.

SUPPORTIVE SERVICES

Arcola Elementary offers an array of support services in varying delivery models which encompass the following: Special education including an early childhood education program, Speech/Language therapy, social work, occupational therapy, physical therapy, vision, hard of hearing, behavioral management, Response to Intervention or RtI (described below), counseling, and English Language Learning. Criteria for eligibility can be obtained by contacting the elementary office.

If your child is experiencing difficulties that are not being addressed, please contact your child's teacher to set up a parent-teacher conference to discuss your concerns. You and the teacher will work together to discuss options and accommodations that can be implemented to assist your child in the classroom or on homework if needed.

Response to Intervention (RtI)

Student achievement is continuously monitored, and when data warrants, a student may be provided with specific interventions to aid him/her in the regular education classroom. Progress monitoring (data collection) and team meetings will be continued throughout the process to measure student improvement. In some cases, a child might be referred for a Comprehensive Case Study to one of several specialists in the school. A parent or guardian's written consent is required before the formal evaluation can commence. Following the evaluation, a meeting will be held to discuss results with parents and staff and to plan further recommendations for helping the student be successful in school. Parents may request a copy of the school's RtI plan by contacting the office.

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

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, and (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. (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, please call the office.

Home and Hospital Instruction

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

student's home or hospital.

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

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
 - b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

For information on home or hospital instruction, contact the elementary office.

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence [1]

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a

Complaint Manager, or any employee with whom the person is comfortable speaking. [2]

Please contact the elementary office for this form.

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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.

The school strives to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. The education of children with disabilities is an integral part of our total school program, and a variety of special education services are available. Students may receive the following services and programs on our campus: learning disability services in a resource setting, cross categorical self-contained classes, and speech and language services. Because of the uniqueness of children's needs, it is sometimes necessary for us to have help from outside our district. This help is available through the Eastern Illinois Area of Special Education (EIASE). Therefore, some of our students attend 46 special education classes in our district, and others attend classes at EIASE programs, some of which are located in neighboring communities. As a member of EIASE, additional services are available to our students. These include psychological services, social work services, program administration, audiological services, physical therapy, occupational therapy, adaptive physical education, teachers for visually impaired students, teachers and programs for hearing-impaired students, vocational education, early childhood programs, programs for severely or multiply handicapped children, and programs for behaviorally or emotionally disturbed students. A few children with disabilities require placement in special residential schools operated by private facilities. The district arranges these placements in conjunction with special education specialists and parents, and pays tuition as prescribed by the state.

The district provides an intensive screening program in the spring for all children ages 3-5 as a method of identifying children who may have difficulty in school. We test for possible hearing, vision, speech, motor, and learning problems. Students may be identified for special education services in a public school's early childhood or speech program as early as age 3. This is an excellent program, and we encourage all parents to take advantage of this free service. Before any child can become eligible for a special education program, a case study evaluation must be completed. Parents, teachers, administrators, the Illinois State Board of Education, and community services agencies may refer any child for such an evaluation. Prior to case study evaluation, except for home/hospital instruction, the parent or guardian must be notified in writing of the procedures that will be conducted and that he/she will be asked for written consent to begin the evaluation. Referrals may be made through the office of the building's assistant principal. For more information about the case study evaluation process, contact the assistant principal. All information obtained for a case study evaluation is confidential. The district has a policy that describes the method for obtaining student information, the confidential nature of the information, the use of the information, how the information is recorded and maintained, how long it is maintained, and to whom it is made available. You may read this policy in the office of the superintendent.

Parents or guardians of a child with disabilities who disagree with the school regarding their child's special education program, lack of a program, his or her individual education prescription, possible suspension from school, dismissal from a program, or even the recommendation of graduation from a program should contact the school assistant principal or district superintendent to express their concerns and try to work out a solution. However, if these concerns cannot be resolved in this manner, a parent or guardian may seek relief by requesting an impartial due process hearing or special mediation. The Illinois State Board of Education will schedule an impartial due process hearing and appoint an impartial hearing officer to hear both sides of the dispute and render a recommendation to the local school district. Requests for due process hearing should be made in writing to the district superintendent. Upon such a request, parents or guardians will

be informed about due process procedures and their rights to representation.

Additional information regarding rights of children with disabilities may be found in A Parent's Guide: The Educational Rights of Students with Disabilities and in Rules and Regulations to Govern the Administration and Operation of Special Education (21 Illinois Administrative Code 226-Special Education). These documents are available through the district superintendent and the Regional Office of Education.

If at any time you wish to take advantage of a special program or have questions concerning the program, please call the building assistant principal or district superintendent. Specific information regarding special education programs and the referral process may be obtained from the building assistant principal.

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

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.

Section 504 Program

Students who have a physical or mental impairment which substantially limits one or more major life activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working in the school setting may qualify for classroom accommodations through an Individual Section 504 Plan. The decision to implement a Section 504 Plan for a student is made by a committee consisting of the assistant principal, classroom teacher, parent, and other school or medical officials. Families may contact the assistant principal for more information.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. All requests for APP must be made by May 1st of the current school year to be considered for the next school year. Please contact the elementary office for additional information.

Exemption from Physical Education Requirement [K-6]

A parent note may excuse a student from physical education class for up to two days. Beyond that, in order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course. State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course: 1. The time of year when the student's participation ceases; and 2. The student's class schedule

Please note that if a student is unable to participate in PE, he or she will not participate in physical activity at recess based on the same premises.

Reassessment

In an effort to improve student mastery, any student performing below expectations have opportunities to reassess. Prior to reassessment, the teacher will provide the student with feedback regarding his/her mistakes. A student's grades will reflect his/her performance on reassessments.

Working Lunch

Students may be assigned a working lunch if one of the following occurs:

1. A student has incomplete work due to an unexcused absence:

The office will notify the teacher regarding an absence deemed unexcused. When the student returns, the teacher may assign a working lunch until any missing tests or assignments have been completed. The teacher will explain the work that was missed, and the student should be able to complete it during working lunch with minimal, if any, assistance from the supervisor.

2. A student has become habitual (4 times or more in a quarter) regarding incomplete work.

The teacher will follow these procedures regarding incomplete work:

- 1st time incomplete – documented and student asked to bring work the following day
- 2nd time incomplete – same as above
- 3rd time incomplete – same as above except parent and student must be notified that all future incomplete assignments in the quarter will result in working lunch
- 4th time incomplete (and beyond) – Student will be assigned a working lunch until the work has been submitted.

3. The student needs to reassess but has no available time during the class day to do so.

STUDENT PROGRESS & RECORDS

Report Cards

Report cards are issued four times per year at 9-week intervals and indicate a child's academic progress, record of attendance, and personal growth such as work habits and social skills. Unsatisfactory marks should be followed up with a parent-teacher conference for better understanding. Non-custodial parents may request and receive copies of grade cards or other information that is normally distributed to parents. Arcola Elementary parents have continuous access to the online reporting system (located on our district website) in order to view their students' grades throughout the year. While we are transitioning to a standards-based reporting system, there will be a mix of traditional and standards-based reporting, depending on the subject and where the grade level is in its transition. Traditional grades will receive letter grades as follows:

A = Excellent 100% = **A+** 92-99% = **A** 90-91% = **A**
B = Good 88-89% = **B+** 82-87% = **B** 80-81% = **B**
C = Average 78-79% = **C+** 72-77% = **C** 70-71% = **C**
D = Below Average 68-69% = **D+** 62-67% = **D** 60-61% = **D**
F = Failing Below 60% = **F**

Standards Based Reporting

4.0 Consistently Exceeds Expectations

- 3.0 Consistently Meets Expectations
- 2.0 Occasionally Meets Expectations
- 1.0 Rarely Meets Expectations

Procedure for Appealing a Grade

1) A request is made to meet with the teacher for an explanation of the grade; 2) If Step 1 fails, a meeting will be held with the parent(s)/guardian(s), teacher, and building principal; 3) If Step 2 fails, a meeting with the parents, teacher, building principal, and superintendent will be held; 4) The final step would be a request to meet with the School Board in Executive Session to appeal the grade. The School Board will have the final authority to change a grade.

Promotion, Retention, and Remediation

It is the policy of the Board of Education to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades before being promoted. The professional staff has established a system of grading and has developed procedures of reporting academic achievement to parents and students. Eligibility for promotion is determined by at least an overall proficiency level in math and language arts. In addition, staff will consider student growth, documented mastery of grade level standards, and performance on norm-referenced tests such as MAP and/or AIMSweb. Social promotions are not authorized by the Board of Education.

Students who fail to perform as expected and who are at risk of failure are provided with a variety of remedial activities and strategies that are designed to avoid retention. (See examples in section under *Supportive Services*.) Parents are notified no later than the third progress reporting period that their child is at risk of retention. The building principal will make a final retention decision by the end of the school year.

Homework Tips

Parents can help make homework a successful learning experience for children by doing the following:

1. Supervise your child's homework, but avoid the tendency to do the work for the child. You may give occasional help as needed.
2. Set a definite time to study in the afternoon or early evening
3. Provide a quiet place to study away from the noise of the television, radio, or other children playing.
4. Check to be sure that the child starts and finishes the assignment, does it neatly, and returns it to school the next day.
5. Provide a desk or table with good lighting along with proper materials (paper, pencil, pen, ruler, eraser, etc.).
6. Encourage your child to begin using the library in the primary grades and to continue in upper elementary.
Students' reading skills will improve by daily reading.
7. Encourage your child to do the best work possible for him/her.
8. Talk with your child's teacher if he/she is having difficulty with homework or is not receiving satisfactory grades on assignments. Check your child's progress weekly by reviewing graded work in the Friday Folder. Please ask questions about grades that you do not understand.

Student Records

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

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal

will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

2. The right to 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 (such as an attorney, auditor, medical consultant, or therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

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

7. 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

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

STUDENT HEALTH AND SAFETY INFORMATION

Administration of Emergency Care

The district nurse will provide medical assistance to a student in an emergency situation. Medical assistance will include first aid and, if necessary, referral for immediate medical care at a hospital, clinic, or physician's office. The school district does not assume responsibility for medical bills incurred as a result of the administration of emergency care.

The success of these procedures depends upon accurate information regarding medical providers, telephone numbers (home and work), and addresses. Parents are asked to fill out an emergency information form during registration and to **notify the school regarding any change in emergency information**. Please note that students are expected to be picked up within one hour if requested by the nurse (or immediately in case of more urgent attention).

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a

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

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

Self-Administration of Medication

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

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

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

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

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

Undesignated Medications

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

Emergency Aid to Students

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

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 and school nurse. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change that 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 the authorized School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

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

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS & SCREENINGS

Required Health Examinations, Immunizations, and Screenings

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. Proof of immunization against meningococcal disease is required for students in grade 6.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Routine Screenings Performed at School

The School Nurse/Health Aide routinely performs screenings for the vision at grades preK, K, and 2 and for any student

with an IEP or teacher referral. She also conducts hearing screenings at grades preK, K, 1, 2, 3, and for any student with an IEP or teacher referral.

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. 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.

Note: If a child has had a fever, vomiting, or diarrhea, we ask that he/she not attend school until symptom-free for 24 hours without medications.

Head Lice

The school will practice 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 parent or guardian 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 free of the live lice. Infested children are prohibited from riding the bus to school to be checked for head lice.

If a student is excluded from school with active lice, a reasonable time period (three days) will be given to remedy this situation. After three days, this will be considered an unexcused absence from school.

Accidents/Emergency Information

In spite of all efforts to be cautious and vigilant, accidents sometimes happen at school. If a serious accident occurs, parents are telephoned and asked to come for the child. If it is not possible to contact parents, the person designated as the emergency contact person will be called, and parents will be notified as soon as possible. If immediate medical attention is needed, the student will be taken by ambulance to the local hospital.

It is required, therefore, that all medical information and the emergency contact person be updated annually or as when any changes occur.

Suicide and Depression Awareness and Prevention

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

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

STUDENT EXPECTATIONS

School-Wide Behavior Plan

Purple RIDERS

Arcola Elementary has developed a Purple RIDERS School Wide motto:

R-Respect
I-Integrity
D-Diversity

E-Excellent Attitude
R-Responsibility
S-Safety

As part of our **RIDERS** program, we also promote four *Rider Values*:

- Be respectful.**
- Be responsible.**
- Be safe.**
- Be a problem-solver.**

Students that follow the *Rider Values* will earn *Rider Bucks* which may be redeemed for special privileges and prizes. Entire classes may receive *Kudos* by any staff member to recognize good team work and group effort. Students who violate *Rider Values* will be issued *Strike Slips*. Each classroom teacher will execute a plan in which consequences will be given for *Strikes*. Four *Strikes* in a day will automatically warrant a visit with the principal or assistant principal; however, students may be sent to the principal or assistant principal with fewer *Strikes* depending on the severity of the infraction.

General Building Conduct

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Students may not eat in the hallways.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- Students may not trade or sell personal items.

Recess

Our school has implemented a peaceful playground in which students may join in with others. On our playground, students may not say "You can't play." Students must share equipment and play kindly with others. However, recess supervisors may direct students to another activity if they cannot play peacefully in an activity they have chosen. Students are encouraged to "talk, walk, or play 'Rock, Paper, Scissors'" to handle their own minor conflicts.

The playground has designated zones for specific activities such as basketball and jump rope. Activities in these areas are developed around safety and limited to a certain number of equipment in order to maintain that safety and uphold the rules of the game. Therefore, students may not bring extra basketballs, or baseballs.

Students may bring personal, inexpensive toys to school, but this is at their own risk. The school will assume no responsibility for lost or stolen toys. Students may lose this privilege if their personal toys create a disturbance or cause issues. No trading of any personal belongings is allowed.

Playground Rules

- * While playing on the blacktop, students should stay away from classroom windows and entry doors to avoid disturbing classrooms and for safety purposes.
- * Students must ask permission before leaving the playground area.
- * Rough play or other rough contact games are not allowed. This includes tackle football, dodgeball, Red Rover, etc. *
- Students should report injuries to a teacher or recess supervisor.
- * Any objects that hurt others (such as sticks and rocks) should not be thrown.
- * Students should report any damage of property or safety concerns to a teacher or recess supervisor.
- * Basketballs must stay on the blacktop.
- * Shoes must stay on feet.
- * Students will learn the playground boundaries and stay within them.
- * If a ball accidentally lands on the roof or goes outside the playground boundaries, students should report it to the recess supervisor.
- * Students must not kick basketballs or throw them aimlessly across the court.
- * Students must listen to and respect the playground supervisors at all times.
- * All equipment is to be used as intended. For example:
 - Students must sit on seats of swings and swing back and forth only; no sideways swinging or twisting. Only one person is allowed per seat of swing. Students are not allowed to jump from swings. • Students must go down the slides on their bottoms. No walking or standing on the slide.

- Students will not be permitted to stand on the picnic table.

Soccer:

- * Only one soccer ball will be allowed on the field. Basketballs will not be used as soccer balls.
- * Basic soccer rules apply (no hands, high kicks, etc.).
- * Good sportsmanship is expected.
- * No touching the nets.
- * No climbing on soccer goals.
- * Students that do not follow the rules and/or play roughly will be asked to leave the area.

Note: Tennis shoes are also recommended for recess. For safety reasons, flip flops are discouraged for outside play.

NOTE: Playing Outside During Cold Weather

Medical authorities have advised that cold air associated with Illinois winters does not present a health hazard to normal healthy children who are properly dressed, and that children should be encouraged to play outside during winter months. Therefore, all students will go outside for play periods when the outside temperature is not extreme (below 25 degrees including the wind chill factor). Parents should be sure that children are appropriately dressed for the season. Properly labeled hats, gloves, scarves, coats, and boots are recommended. Please contact the school counselor if you need assistance with warm winter clothing for your child. A parent may request that his/her child remain inside for up to two days without a doctor's note for health reasons.

Cafeteria Expectations

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the federal and state constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate district policies or rules will be subject to disciplinary measures.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form

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

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students will not be allowed to have wireless or Bluetooth headphones at school. Only headphones that plug directly into the school iPad will be allowed for use in the classroom.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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

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

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

Aggressive Behavior Reporting

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including such behaviors as bullying and those listed above (#10).

The superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior is/are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Building Principal.

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)

8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law. 14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property.

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

Isolated Time Out, Time Out and Physical Restraint

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

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by State law.

Weapons Prohibition

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

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibited

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

act with physical violence upon any other person.

Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.

Discipline of Students with Disabilities

Behavioral Interventions

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

Discipline of Special Education Students

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

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measures, other than suspension, expulsion, corporal punishment, or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated education employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The superintendent or building principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including school functions) and from riding the school bus, for up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Riding the Bus

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

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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly

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

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

For questions regarding school transportation issues, contact: Gould Bus Service at (217) 253-2232.

Bus Conduct

Students are expected to follow all school expectations when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

Suspension Procedures

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such a case, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of his/her right to a review of the suspension. A copy of a notice shall be given to the Superintendent.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Note: An In-School Suspension (ISS) is considered to be an excused absence while an Out-of-School Suspension (OSS) is

considered unexcused. During an OSS, all work is expected to be completed upon return in order to get credit for assignments. Any missed tests will be made up on the day of return.

Expulsion Procedures

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence, and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

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

Re-Engagement of Returning Students

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

Preschool Positive Behavior Approach

Positive Behavior: A Comprehensive Positive Approach to Behavior Support for Preschool Children, published by CSEFEL, indicates that a comprehensive and positive approach to behavior support should include the following:

- Building positive relationships
- Using classroom preventive practices
- Teaching social skills
- Individualizing behavior intervention efforts
- Teaching children replacement skills
- Providing specialized services
- Involving families

Expulsion and Suspension Not Permitted in Preschool

The U.S. Departments of Health and Human Services and Education issued an introduction letter and Policy Statement on Expulsion and Suspension Policies in Early Childhood Settings to assist states and public and private early childhood programs in partnering to prevent and severely limit expulsions and suspensions in early learning settings. Recent data indicate that expulsions and suspensions occur at high rates in preschool settings. This is particularly troubling given that research suggests that school expulsion and suspension practices are associated with negative educational and life outcomes.

Early suspension, expulsion, and other exclusionary discipline practices contribute to setting many young children's educational trajectories in a negative direction from the beginning. This has long-term consequences for children, their families, and the schools that they will later attend. In addition, stark racial and gender disparities exist in these practices, with young boys of color being suspended and expelled much more frequently than other children. These disturbing trends warrant immediate attention from the early childhood and education fields to prevent, severely limit, and work toward eventually eliminating expulsion and suspension and ensuring the safety and well-being of young children in early learning settings.

Public Act 100-105 Suspension - Expulsion of Children Birth to Five

Governor Rauner signed Public Act 100-105 on August 14, 2017. The law took effect on January 1, 2018. The goal of Public Act 100-105 is to ensure that early childhood programs engage in best practices in their disciplinary actions by prohibiting the use of expulsions due to child behavior. Planned transitions, after documented attempts to address the child's needs, are not considered expulsions. The bill also puts in place a system to track transitions, providing data to better understand the issue and identify the need for additional resources

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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

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

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

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.3

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Nondiscrimination Coordinator:

Nick Lindsey (nlindsey@arcolaschools.com)
351 W. Washington St.
Arcola, IL 61910
217-268-4962

Title IX Coordinator:

Nick Lindsey (nlindsey@arcolaschools.com)
351 W. Washington St.
Arcola, IL 61910
217-268-4962

Complaint Managers:

Dr. Tom Mulligan (tmulligan@arcolaschools.com)
If you prefer to speak to a female, please contact the elementary office.
351 W. Washington St.
Arcola, IL 61910
217-268-4961

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

Sexual Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, 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. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

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

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint/Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex.

Complaint Managers & Nondiscrimination Coordinators:

Dr. Tom Mulligan (tmulligan@arcolaschools.com)
351 W. Washington St.
Arcola, IL 61910
217-268-4963

Marissa Brewer (mbrewer@arcolaschools.com)
351 W Washington St
Arcola, IL 61910
217-268-4961

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Student Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

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

Video and Audio Monitoring Systems

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

FOOD SERVICE PROGRAM

Sack Lunches

Students may bring sack lunches to school. Nutritious lunches are encouraged; we discourage sugary drinks such as soda and Kool-Aid. If you choose to pack a lunch, please send it with your child in the morning so as not to inconvenience office personnel or interrupt classes with delivery of lunches during the day. Please label the lunch sack or box with the child's name. Sack lunches are not refrigerated while at school; therefore, parents should exercise caution with respect to food selection and preparation. Students may purchase milk in the school cafeteria.

Cafeteria Breakfast and Lunch

Menus will be sent home each month and are also available on the school website or the Nutrislice app. You may purchase student breakfast and/or lunch on a daily, weekly, or monthly basis. Lunch prices will be posted online and provided to families at registration.

Free and Reduced-Price Food Services Eligibility

When students are unable to pay for their meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture, and distributed by the Illinois State Board of Education.

Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your charges may be carried over at the end of the school year, i.e., beyond June 30th.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Building Principal or designee, will direct the next course of action. Continual failure to provide meal money may require the District to notify the Il. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

INCLEMENT WEATHER & EMERGENCY DISMISSAL PROCEDURES

The school will utilize an automated reporting system to notify parents/guardians about any special plans for school closings or any modifications of school times. It is imperative that the school be informed of any phone number changes in order for you to receive the School Reach messages. School closures will also be communicated via the schools' Facebook pages and on key radio and television stations including:

Radio: Television: WSOY 1340 AM (Decatur) WXIT 99.1 FM (Danville) WCIA Channel 3 (Champaign) WLRW 94.5 FM (Champaign) WLBH 1170 AM (Mattoon) WICD Channel 15 (Champaign) WDWS 97.5 FM (Champaign) WIXY 100.3 FM (Champaign) WAND Channel 17 (Decatur)

Please call the elementary office **only as a last resort** to inquire about school closings. To ensure that your child has an alternate place to go in the event that school dismisses early, talk to your child in advance so that he/she knows what to do. In most cases, parents will not be called, so it is important to have a plan.

MISCELLANEOUS INFORMATION

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

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

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Arcola CUSD #306 Asbestos Management Plan

The Illinois Department of Public Health and the Federal Environmental Protection Agency has determined that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials. Our buildings were initially inspected for asbestos on August 15, 1989. The law requires a visual surveillance of asbestos containing areas to be completed every 6 months and a re-inspection to be conducted every 3 years. Any evidence of disturbance or change in condition will be documented in the management plan as required. No abatement will be done when the students or personnel are present.

The Arcola CUSD#306 Asbestos Management Plan is available for public review in the unit office. It can also be accessed by visiting the district's website. Direct any concerns regarding asbestos-containing materials to the superintendent.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the superintendent's office. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

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.

Equal Educational Opportunities and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Unit Office.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure. Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Mandated Reporter Status

Anyone employed by a school district in the state of Illinois is a mandated reporter under the *Abused and Neglected Child Reporting Act*. Therefore, each school employee is **required to report or cause a report to be made** to the Child Abuse Hotline at 1-800-252-2873 whenever he/she has reasonable cause to believe that a child known to him/her in his/her professional or official capacity may be abused or neglected.

Any employee who willfully fails to report suspected child abuse or neglect may be found guilty of a Class A Misdemeanor, may have his/her license suspended or revoked, and is subject to employee discipline up to and including dismissal.

Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

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 for any reason – 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>

PUNS (Prioritization of Urgency of Need for Services)

Database Information for Students and Parents or Guardians

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>.

You may also contact the following District employee for assistance:

Tom Mulligan

351 W. Washington, Arcola, Illinois 61910

268-4963

School Operations During a Pandemic or Other Health Emergency

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

