Aviston Elementary District #21 Parent/Guardian & Student Handbook



Home of the Eagles

Aviston Elementary District #21
350 South Hull Street
Aviston, IL 62216

2026-2027 School Year

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PARENT/GUARDIAN & STUDENT HANDBOOK ACKNOWLEDGEMENT

I have received a copy of the Parent/Guardian & Student Handbook. I have read the handbook and understand the rules and expectations. I agree to follow all of the rules and expectations of the school and understand the consequences for failing to follow the rules and expectations.

I understand that this handbook may be amended during the year without notice. The administration will notify parents/guardians and students of any changes to the handbook as soon as is practical. This handbook in the latest version is applicable to all students upon the implementation of any change.

Student Name(s): _____

Print name(s)

Student Name(s): _____

Print name(s)

Student Name(s): _____

Print name(s)

Student Name(s): _____

Print name(s)

_____ _____

Signature of Parent/Guardian Date

(Please sign and return unless signed electronically during the online registration process.)

SECTION 1: INTRODUCTORY INFORMATION & GENERAL SCHOOL INFORMATION

1.00 PURPOSE

Aviston Elementary District #21 exists for the purpose of educating all children within its assigned boundaries. To be effective and successful in this effort, ample and constant communications between school and family are necessary.

The Parent/Guardian & Student Handbook is intended to be a guide that will assist with general information about Aviston Elementary District #21. It is not intended to provide all the answers to every question, but it is a framework that outlines services and responsibilities of students, families and the school.

1.01 BOARD OF EDUCATION

The Board of Education of Aviston Elementary District #21 is directed by law to serve a two-fold service: as elected officials of the State of Illinois and local representatives of taxpayers of this District. Board members are:

Megan Holtmann - President	Randy Voss - Vice President	Jan Kapp - Secretary
Jayne Arentsen	Matt Strubhart	Jill Wilson
Kelly Jackson		

The regular business meeting of the Board of Education is held on the third Wednesday of each month at 7:00 PM at the Aviston Elementary District #21. Board members are elected by the people of the District to represent them in determining policies governing overall operation of the District. The meetings are open to patrons of our school and guests are cordially invited.

1.02 PHILOSOPHY

The Board of Education at Aviston Elementary District #21 believes that the child is at the heart of the educational program. The District enrolls students in preschool through eighth grade. Childhood and adolescence are precious in their own right as a time to be cherished and not merely as a time of preparation for the future.

The primary responsibility of all those connected with our school is to motivate our children and to arrange a safe environment for the school so that children will want to learn and enjoy the learning process. Each individual child is to be given as much attention to personal growth as possible. We prefer to see children compete with themselves rather than with other children, but we recognize that competition helps children deal with the realities of life.

We believe that each individual child has the right to the best education possible and that the education provided at Aviston Elementary District #21 will help to develop each child as an individual person. Each child has the right to a free and appropriate public education.

We believe that education is a combination of an individual's experiences at home, in school and in society. These in turn should promote the moral, spiritual, intellectual, ethical, social and emotional growth of the individual.

We believe that children need to learn self-discipline early in their lives. This self-discipline will enable each child to advance through the various stages of growth into adult life as a happy, well-adjusted citizen of our free society.

We believe that school personnel should encourage parents/guardians to work closely with the professional staff toward the attainment of these ideals and toward the development of the best possible educational program for the community of Aviston.

The Parent/Guardian & Student Handbook is intended to be a source of information concerning Aviston Elementary District #21, Clinton County, Illinois. It should give parents/guardians and students a better understanding of the operations of the school. To accomplish our educational philosophy, cooperation between home and school is necessary.

1.03 SCHOOL TERM

Illinois School Law requires a minimum school calendar of 176 days including teacher School Improvement Days, which are approved by the Regional Superintendent of Schools in order to qualify for state aid. A legal school day, which may be counted toward sharing in state aid, is a minimum of five clock hours.

1.04 SCHOOL HOURS

The school building opens at 7:15 AM for those who attend the morning religion program. Students should not arrive prior to 7:15 AM. Students not attending the morning religion program should not arrive until after 7:45 AM using the cafeteria entrance only to avoid premature classroom access and should wait in the school cafeteria for the first bell to ring at 8:15 AM. Students should be present by 8:25 AM (tardy bell). School dismisses at 3:00 PM. For safety reasons, parents/guardians may not enter the building during dropoff and/or pickup times.

1.05 ENROLLMENT

A child may be enrolled in kindergarten if five years old on or before September 1st. A child may be enrolled in first grade if six years old on or before September 1st. Illinois State Law requires that parents/guardians prove a child's age by presenting a certified copy of a birth certificate (not a hospital record).

A student must also show proof of residency prior to enrollment.

1.06 VISITORS

All visitors, including parents/guardians and siblings, are required to enter through the front door of the building and proceed to the main office. The doors to the main hall will be locked electronically at the start of each school day. Parents/guardians and visitors wishing to enter the building will need to press a button and wait in the security vestibule until office personnel unlock the security door.

Visitors must enter the office to sign-in and identify their name, date, time of arrival and the classroom or location intended to visit. Approved visitors must wear a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. 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 preparation period.

Visitors are expected to abide by all school rules. No person on school property or at a school event shall engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function. A visitor who fails to act in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

1.07 EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, 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 the superintendent.

1.08 SCHOOL CLOSING - INCLEMENT WEATHER

The automated phone system, SMS text messaging and the Aviston Elementary app/Facebook page will be used to notify parents/guardians of any school closings or unexpected early dismissals. Because our District shares buses with others, the decision is made by the Clinton County Consortium. The automated phone and text messaging systems will call designated numbers to inform everyone within 30 minutes of a decision to close school.

In the case of a closing for non-weather related issues, the automated phone system, SMS text messaging and the Aviston Elementary app/Facebook page will again be the primary means of contacting parents/guardians.

For your child's safety, make certain you have an emergency plan in place in case of an early dismissal. If the school is dismissed early for an emergency, all after-school functions are automatically canceled.

1.09 STUDENTS WITH FOOD ALLERGIES

State law requires Aviston Elementary District #21 to annually inform parents/guardians 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 school office.

1.10 STUDENT WELLNESS POLICY/TREATS AND SNACKS

In order to promote better health among our students, food and drink in the classroom is prohibited unless approved by the superintendent. In addition, party invitations and gifts for classmates should also not be brought to or distributed at school.

1.11 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 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.

SECTION 2: ATTENDANCE, PROMOTION AND COURSES

2.00 ATTENDANCE POLICY

The Illinois School Code requires parents/guardians to have children between the ages of 6-17 in school with regular attendance while in good health. If a communicable disease has caused absences, a doctor's written statement should accompany the child's return to school.

Parents/guardians should contact the school office by 8:25 AM to report absences, giving the child's name, grade and cause of absence. Absences can be reported to the office by phone (618) 228-7245 or by email schoolsecretary@avistonk-8.org.

Absence - There are 2 types of absences: excused and unexcused.

- Excused absence includes illness (up to 10 of the last 180 school days without a doctor's note), medical appointments with a doctor's note, observance of a religious holiday, death in the family, family emergency, situation beyond the control of the student, or other reason approved by the superintendent.
- Unexcused absence is any absence that is not listed above.

For an absence to be considered excused, a parent/guardian must notify the school via phone, email or note. The determination as to whether an absence is classified as excused or unexcused is the sole responsibility of the school. The responsibility of the parent/guardian is to report the absence to the office.

After ten days of excused absences at the parent's/guardian's discretion, absences will be counted as unexcused unless a doctor's note is provided.

Planned Absences - Parents/guardians are urged to not take vacations during the school year. When a child is absent, it is the parents' responsibility to notify both the office and teachers, and it's the students' responsibility to make up for work that is missed within a reasonable amount of time.

Tardy - Students must be at school by the 8:25 AM tardy bell. Students arriving at school after 8:25 must be signed in by a parent/guardian. If a child needs to leave school early, the parent/guardian should notify the office and homeroom teacher in advance. Students leaving school must be signed out by a parent/guardian.

Five unexcused tardies will be counted as a day of absence.

Students are considered tardy if they miss anywhere from 1-62 minutes of school. If they miss between 63-150 minutes, they are considered absent for half of the day. If they miss more than 150 minutes of school, they are considered absent for the entire day. The District must follow these guidelines completely in order to satisfy the Illinois State Code.

2.01 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 Aviston Elementary District #21. A parent/guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which can result in either thirty days in jail and/or fine of up to $500.00.

Per the Regional Office of Education's (ROE) policy, if a student has three unexcused absences, a warning letter will be sent to the student's parents/guardians and a letter will also be sent to the ROE's Regular Attendance Program (RAP). Truancy officers with RAP will then monitor the student's attendance and if a student reaches nine unexcused absences, the student will be considered "chronic" truant and will be turned over to the Truancy Office. RAP and truancy officers will work with the parents/guardians to encourage regular attendance for the student.

If, after the truancy officer and parents/guardians have met and the student continues to have truant behavior, the student and parent/guardian will be required to meet before the Regional Truancy Board to review the reasons and consequences of the child's truant behavior. This meeting will be held at the Courthouse of the appropriate county and will be presided over by the Regional Truant Officer.

All unexcused absences go back 180 school days.

2.02 HOME AND HOSPICE/HOSPITAL INSTRUCTION

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to three months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the superintendent.

2.03 GRADING AND PROMOTION

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

2.04 RETENTION

Retaining students is a serious action. Factors to be considered in retention include: grades, attendance, benchmark testing and teacher recommendation. Parents/guardians will be notified by April 1 if the teacher believes there is a possibility the child will be retained. In order to prevent retention, a plan will be developed to assist the child and will involve the parents/guardians. If retention is being considered, a conference with the teacher, parents/guardians and superintendent will be held. The final decision will rest with the school administration.

2.05 PHYSICAL EDUCATION

All children are required by law to take an active part in the physical education program. For safety reasons, all students must wear tennis shoes in the gymnasium.

If a student must be excused from P.E. for more than three days because of an injury, a doctor's note is required. A doctor's note is also required for a student to come back after an injury.

SECTION 3: STUDENT FEES, MEAL COSTS AND LUNCH PROCEDURES

3.00 FINES, FEES AND CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. Students will not be denied educational services or academic credit due to a parent/guardian that is unable to pay. Students whose parent/guardian is unable to pay the fees or charges may receive an application for a fee waiver.

Applications for fee waivers may be submitted by a parent/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 meeting the free lunch guidelines established by the federal government pursuant to the National Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code.
3. The superintendent will give additional consideration when 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 superintendent and/or bookkeeper 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 with the superintendent.

3.01 LUNCH PROGRAM

Lunch is $3.00 per day. Milk prices are $.45 per day. A student that eats lunch and has additional milk at milk break, will spend $3.45 per day.

Online payments are available. Because the cafeteria system is a prepaid system, all students should have money added to their account prior to the start of the school year and should maintain funds in the account during the school year.

Students will receive a reminder statement if their account has a negative balance.

The Aviston Elementary District #21 in cooperation with the U.S. Department of Agriculture will follow the guideline policies set by the U.S.D.A. to provide free and reduced price lunches to children whose family cannot afford the price of the school lunch. Students who receive a free or reduced price lunch do so anonymously. The student ID program used by Aviston Elementary District #21 prevents anyone from telling whether a child pays cash or receives a free or reduced lunch.

3.02 LEAVING THE SCHOOL GROUNDS FOR LUNCH

Parents/guardians, grandparents or siblings may take a student off campus for lunch, however, the student must be signed out when leaving the premises and signed back in upon return.

3.03 RECESS

Recess is the period before or after lunch when the students are given leisure time to be used for appropriate recreation. During this time period, the students are expected to follow the rules for recess and work on fair play and getting along with others. (See 6.03)

3.04 BOOK RENTAL AND TECHNOLOGY FEES

Book rental is charged on textbooks and technology fees are charged on the use of any technology at Aviston Elementary District #21. Fees may change from year to year, depending on the school's expenses. The fee charged is a token fee and does not cover the total cost of textbooks. Several consumable resources used by students in class are also partially covered by this fee.

Fees can be paid after July 1. Arrangements must be made with the bookkeeper if an installment of payments is needed. Checks should be made payable to Aviston Elementary District #21.

Aviston Elementary District #21 will provide free textbooks and materials to any student who qualifies for the free or reduced lunch program and whose parent/guardian signs the appropriate waiver form.

All money received will be applied to books and technology fees prior to extracurricular fees.

SECTION 4: TRANSPORTATION, BUS RULES AND PARKING

4.00 TRANSPORTATION

Aviston Elementary District #21 provides bus transportation to and from school for students living 1.5 miles or more from school or for students who live in an area designated as appropriate for bus transportation.

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 from the bus company, student bus problems will be investigated and handled by a school administrator and may result in a detention and/or bus suspension. Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in repeated or gross disobedience or misconduct. If a student is suspended from riding the bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

4.01 BUS RULES

Students are expected to follow all school rules 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.

A note with an administrator's signature of approval is needed if your child needs to be picked up or dropped off at a different location.

4.02 DROP-OFF AND PICK-UP PROCEDURES

Vehicles may use the Fire Lane for drop off from 7:45 AM - 8:25 AM and during pick-up after 3:00 PM. Traffic in this lane flows from north to south. All parking lot entry on the east side of the building is via Hull Street and exit is via Fourth Street.

Illinois State Law prohibits the use of cell phones while driving in school zones, regardless of hands-free mode.

SECTION 5: HEALTH AND SAFETY

5.00 HEALTH

Students who have had a fever over 100.4°, unless advised differently by the CDC or IDPH, in the past 24 hours should remain at home until they are fever-free for 24 hours without medication. A child with a fever may be contagious and should remain at home.

Students who have been vomiting or have had contagious (viral or bacterial) diarrhea must remain home until they are 24 hours without an episode.

5.01 IMMUNIZATION, PHYSICAL, VISION AND DENTAL EXAMS

Student Health Records Guide

Grade PreK Grade K Grade 6 Transfer Students	Immunization Record and Physical Examinations
Grade K Transfer Student	Eye Exam
Grade K Grade 2 Grade 6	Dental Exam

IMMUNIZATION AND PHYSICAL EXAMINATIONS

All students are required to present appropriate proof that the student received a physical examination not more than 12 months old and the immunizations against, and screenings for, preventable communicable diseases (measles, tetanus, diphtheria, polio, pertussis, varivax, hepatitis B and chickenpox/varicella) prior to entering preschool, kindergarten and sixth grade as well as all transfer students and students enrolling in an Illinois school for the first time, regardless of the student's grade level.

Failure to comply 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 physical 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 reason causing the delay. A physician must sign the schedule and statement of medical reason.

VISION EXAMINATION

All students entering kindergarten or the school for the first time must present proof not more than 12 months old of an eye examination by an optometrist before October 15 of the current school year.

DENTAL EXAMINATION

All students entering kindergarten, second grade and sixth grade must present proof not more than 12 months old of having been examined by a licensed dentist before May 15 of the current school year.

EXEMPTIONS

A student will be exempt from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the office a signed statement explaining the objection;
2. Physical 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.

Parents/guardians should provide the school with any information that will help teachers to best care for their child's health.

5.02 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 medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing an Authorization for Administration of Medication Form. Forms are available online or in the school office. The prescription must accompany the form and the medication must be kept in the school office and in its original container. A new form must be completed for each school year and signed by the licensed health care provider.

A student may possess an epinephrine auto-injector (EpiPen® or AUVI-Q®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. Aviston Elementary District #21 shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel.

A student's parent/guardian must agree to indemnify and hold harmless Aviston Elementary District #21 and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Employees will give epinephrine injections in an emergency situation.

5.03 GUIDANCE AND COUNSELING

The school provides a guidance and counseling program for students. The school's counselor(s) is available to those students who require additional assistance. Classroom teachers or administration may be contacted to initiate guidance and counseling visits.

5.04 SAFETY DRILL PROCEDURES

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 drill, (1) lock down drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

5.05 ASBESTOS

On December 28, 2001, Aviston Elementary District #21 received notification from the Illinois Department of Public Health that the required elements have been met to file an exclusion with the U.S. Environmental Protection Agency. This means there is no asbestos in the building. Aviston Elementary District #21 is required to comply with the Asbestos Hazard Emergency Response Act. The designated person for the school is the superintendent, who can answer questions regarding this issue.

5.06 COMMUNICABLE DISEASE

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

1. Parents/guardians are required to notify the office 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 parents/guardians.
3. The school will provide written instructions to the parents/guardians regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parents/guardians provide a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

5.07 FIRST AID

First aid supplies are kept in the school office and classrooms.

When a child becomes ill or injured at school, contact will be made with a parent/guardian. If in the opinion of a school employee, emergency personnel are needed, 911 will be called.

5.08 CPR TRAINING

AED and CPR Video training can be found on the IHSA website. A video on hands-only cardiopulmonary resuscitation and automated external defibrillators is posted. We encourage parents/guardians and staff to view it at http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx.

5.09 TARGETED SCHOOL VIOLENCE PREVENTION

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 District. While it is not possible to completely eliminate threats, the District maintains 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/).

SECTION 6: DISCIPLINE, CONDUCT AND DRESS CODE

6.00 GENERAL RULES

1. Students must respect the authority of all school employees.
2. Students must be kind in speech to one another.
3. Students must keep hands and feet to themselves and refrain from physical contact.
4. Causing or attempting to cause damage to, stealing or attempting to steal, school property or another person's property is prohibited.
5. Students may not use profanity at any time.
6. Students must be quiet while loading buses and during all fire and disaster drills.
7. Students must move quietly in the school hallways during periods of transition.
8. All cellular phones, smartphones, smartwatches 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 IEP or 504 Plan; (c) it is needed in an emergency that threatens the safety of students, staff or other individuals.

If a student uses a cellular phone, smart phone, smartwatch or other electronic device during the regular school day, it will be confiscated and a parent/guardian will be called to pick it up. A second offense will result in the same consequence as the first, and a conduct detention will be assigned.

A third offense will result in the same consequence as the second, and the student will be required to check the cell phone, smart phone, smartwatch or other electronic device into the office on a daily basis if brought to school.

Using a cellular telephone, smartphone, smartwatch, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating or sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic device or cellular telephone, commonly known as "sexting".

9. Aviston Elementary District #21 is not responsible for lost or stolen electronic equipment and/or belongings.
10. Firearms, laser pointers, toy guns and weapons are prohibited.
11. Gum and candy are prohibited anywhere in the building, unless special permission is granted.
12. Students may not leave the campus during the school day without presenting a dated note and must sign out in the office and sign in upon their return to school.
13. Students must follow discipline plans established by classroom teachers.
14. Students may not cross the parking lot and must use the crosswalks to ensure safety.
15. Using, possessing, distributing, purchasing or selling or offering tobacco materials or electronic cigarettes, e-cigarettes, vapes, vape pens, alcoholic beverages or any illegal drug is prohibited.

6.01 CAFETERIA RULES

In addition to the General Rules, the following rules apply in the cafeteria:

1. Students must obey cafeteria supervisors.
2. Students must clean up their area before leaving.
3. Students may not trade food or give food to others as this is a health safety concern.
4. Students must talk in a conversational tone.
5. Students must stay at their table until dismissed.
6. Students must clearly LABEL packed lunches that contain peanut products, notify the teacher of the contents, and eat at the designated "Nutty Buddy Peanuts/Allergens" table.

6.02 CLASSROOM RULES

Classroom teachers establish specific codes of conduct for their classrooms; these rules must be followed:

1. Students must follow the specific classroom discipline plan provided by the teacher(s).
2. Students must be punctual and orderly while in the classroom.
3. Students must be respectful to all.
4. Students must be helpful by tidying up at the end of the day.
5. Homework must be completed on time.

6.03 PLAYGROUND RULES

1. Children must go to the playground in an orderly manner.
2. The playground supervisor should be told about problems or injuries.
3. Playground supervisors will communicate problems to the classroom teacher, who will contact parents/guardians and/or the administration to discuss problems when necessary.
4. Students may not return to the building unless a supervisor gives them permission.
5. Students must stay in the play area designated for their class.
6. Students must stay off the bike racks and away from the bikes.
7. Balls may not be purposely thrown on the school's roof or off school property, and may not be bounced or kicked against the school building.
8. Students must respect school property.
9. Students may not play in puddles, snow mounds or throw snowballs.
10. Students must line up immediately when the bell rings.

6.04 CHEATING

Engaging in academic dishonesty, including cheating, intentionally plagiarizing and wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores is prohibited. Conduct detentions and other consequences may be assigned.

6.05 DRESS CODE AND STUDENT APPEARANCE

Clothing should be appropriate for the time of year and for the situation. The dress and grooming of students attending Aviston Elementary District #21 are the responsibilities of the students and of their parents/guardians. Modesty, moderation, cleanliness, neatness and appropriateness should serve as a guideline for making choices regarding dress and appearance. Inappropriate clothing disrupts the educational process and will not be permitted. In order to promote a clear understanding of the school's expectations regarding dress and appearance, the following guidelines are provided:

1. When shorts, skirts or skorts are worn, the following guidelines apply:
    a. Shorts and skirts are to be of modest length.
    b. Shorts must be worn under skirts or dresses.
    c. Spandex, biker shorts or tight fitting shorts or skirts are not permitted.
    d. Slits, cuts, holes or mesh with exposed skin above the knee of any shorts, skirts, jeans or pants are not permitted.
2. Shirts without collars and sleeveless shirts must follow these guidelines:
    a. Underwear or armpits may not be visible
    b. Low-cut V-neck shirts are not permitted
    c. Spaghetti or thin strapped shirts are not permitted
3. Bellies and backsides must be covered when sitting or standing.
4. Halter-tops, bare midriffs, racerbacks, tank tops and tube tops are not permitted.
5. Crop tops and fishnet style or see-through shirts, blouses or leggings are not permitted.

6. Clothing with immoral, offensive or suggestive wording is prohibited. This includes clothing that advertises tobacco or alcohol or contains profanity or sexual connotations.
7. Footwear - it is strongly recommended that students wear tennis shoes to school to maximize PE time and to encourage safety and comfort. Flip-flops are not allowed. High-heeled and open-toed shoes and shoes without a back are discouraged.
8. Tennis shoes must be worn for physical education at all times in the gymnasium.
9. Pajama pants, clothes similar to pajamas and drawstring flannel pants are only permitted under special circumstances.
10. No hats or head cover (including the hoodie of a sweatshirt) are to be worn inside during the school day. Teachers and administrators reserve the right to have students place hats or head cover in their locker if necessary.
11. The school will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists, and with applicable fire and health safety requirements.

6.06 DRESS CODE VIOLATION CONSEQUENCES

Students who arrive at school wearing inappropriate clothing items will be addressed and parents/guardians contacted as needed. Consequences may be assigned as necessary.

6.07 FIELD TRIPS

One field trip per classroom per year is approved. If a class plans more than one per year, special permission from the superintendent is required. Students are expected to conduct themselves as they would at school. School dress code will be observed unless noted otherwise by the teacher. No electronic devices (cell phones, smart watches, etc.) are allowed on field trips. Because field trips are a day of learning for the child and class, student's siblings are not permitted to attend. Field trips are considered a school attendance day. Any student that does not attend without an excused note citing an appropriate reason will be considered unexcused. (See 2.0).

6.08 FIELD TRIPS AND CHAPERONES

Parents/guardians are welcome as chaperones for field trips. The teacher(s) involved in planning the trip will determine the number of chaperones required for supervision of students. Not all field trip destinations are appropriate for more than the class and a few chaperones. Bus transportation may not be available for all chaperones. Chaperones are encouraged to attend to the students at all times and should report student problems to the teacher in charge of the trip.

Board policy requires appropriate behavior by all adults in contact with students. Obscene or vulgar language, smoking or use of tobacco products, and the consumption, possession, distribution or act of being under the influence of alcohol or other drugs is prohibited by adults who come in contact with our students. While some field trip locations may provide opportunity for adults to purchase or use these substances, the adult must refrain from doing so while acting as a chaperone.

6.09 STUDENT DISCIPLINE

Chapter 122, Illinois Revised Statutes, Section 24-24 of the Illinois School Code empowers Aviston Elementary District #21 Board of Education to establish reasonable rules for maintenance of student discipline. Section 24-24 states:

> *Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds, which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents/guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents/guardians. Nothing in this section affects the power of the board to establish rules with respecting discipline. The board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extracurricular school activities as well.*

6.10 STUDENT MANAGEMENT

Student management means the actions of the professional staff that are necessary to maintain an orderly school climate. Each student attending Aviston Elementary District #21 is expected to follow all rules, regulations, policies and classroom rules concerning correct student behavior.

Parent/Guardian & Student Handbook rules apply to all school sponsored events, including activities occurring off campus.

See "Consequences for Misconduct" section to learn how inappropriate behavior will be handled.

6.11 UNEXPECTED CIRCUMSTANCES

The school administrators have the right to discipline for the unexpected - this includes situations that could not have been anticipated to be addressed in the Parent/Guardian & Student Handbook.

6.12 PREVENTION OF AND RESPONSE TO STUDENT BULLYING, INTIMIDATION, HARASSMENT

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

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

Nondiscrimination Coordinator:

Phillip Hamil, Superintendent
350 South Hull, Aviston, IL 62216
(618) 228-7245
phamil@avistonk-8.org

Complaint Managers:

Phillip Hamil, Superintendent
350 South Hull, Aviston, IL 62216
(618) 228-7245
phamil@avistonk-8.org

Amanda Beer, Principal
350 South Hull, Aviston, IL 62216
(618) 228-7245
abeer@avistonk-8.org

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.

Aggressive Behavior Reporting Form

Dear Parent(s)/Guardian(s):

Please be advised that your child engaged in behavior that, if repeated, could escalate into aggressive behavior, such as bullying. Illinois law requires school districts to notify the parent or guardian of a child who demonstrated behaviors that put him or her at risk for aggressive behavior.The School Board policy on student behavior prohibits a student while at school or a school-related activity from: (1) engaging in any kind of bullying or aggressive behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.This early notification is intended to help all of us work together to avoid repetition of the behavior.

Student _____ Incident location _____

Reported by _____ Incident date _____

Incident time _____ Reporting date _____

Description of the behavior: *(Reporters, be specific. Describe what happened, what harm resulted, the child's explanation, and any known or suspected causes for what happened.)*

_____

_____

_____

Follow-up conference: I or someone from my office will telephone you to schedule an in-person meeting or telephone conference to discuss what occurred and ways to help your child, (1) be aware of how others were affected by the behavior, and (2) to understand boundaries and manage conflict.

The following consequence(s) or intervention(s) is/are recommended:

_____ Counseling or other support services for your child.

_____ Providing opportunities for all individuals involved in an incident to reach a resolution.

_____ Enabling your child to make amends for the harm caused.

_____ Suggesting your child receive non-District affiliated services.

_____ [insert other]_____

The District is committed to helping those involved learn from this experience.

Building Principal_____ Date_____

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited ([1])

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 incidences 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.

6.13 TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURE

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees and third parties. To view the full Title IX Sexual Harassment Policy and Grievance Procedure, visit the District website at www.avistonk-8.org.

SECTION 7: CONSEQUENCES FOR MISCONDUCT

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. Detention - If unable or unwilling to attend, an alternative disciplinary measure will be assigned to the student such as an in-school suspension.
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 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.

7.00 CORPORAL PUNISHMENT

Corporal punishment will not be administered at Aviston Elementary District #21.

7.01 DETENTION

Detention is time served after regular school hours as a consequence for inappropriate behavior. Detention is supervised by a certified school employee and a 24-hour notice is given to a parent/guardian before detention is served. Detentions are held on Monday-Thursday. Good judgment will be used if the parent/guardian has an important prior commitment, however, the detention must be served as soon as possible.

The classroom teacher or administrator may assign a detention. Other teachers or playground supervisors who find cause for assigning detention to a student will first discuss with the classroom teacher or an administrator before detention is assigned. Homework detentions run from 3:05 - 3:35 and conduct detentions run from 3:05 - 4:05.

The following rules will apply to homework detentions:

- Missing/late/incomplete assignment #1, #2, #3 - warnings
- Missing/late/incomplete assignment #4, #5 - 30-minute homework detention (3:05 - 3:35)
- Missing/late/incomplete assignment #6, #7 - 1-hour homework detention (3:05 - 4:05)
    - Anything in excess of 7 missing/late/incomplete assignments will result in a student/parent/guardian/teacher and administrator conference to discuss how success can be attained.
- Missing/late/incomplete assignment #8 - mandatory after school tutoring
- Each quarter all students will “start over” in regards to missing assignments.

7.02 DETENTION PROCESS

Steps in the detention process:

1. After a detention has been assigned, a parent/guardian contact will be made.
2. Detentions must be served the following school day, Monday - Thursday, unless an administrator has approved a later date. Detentions are not served on Fridays.
3. Two conduct detentions will result in a conference with the student, parents/guardians, teachers and an administrator.
4. See Extracurricular Expectations 10.0 for details regarding conduct and extracurricular activities.
5. Repeated detentions may result in an in-school and/or out-of-school suspension.

7.03 DETENTION RULES

1. Any type of detention takes precedence over other school activities, including extracurriculars.
2. Students must be silent during detention.
3. During a homework detention, students must be prepared to do homework or read a book.
4. During a conduct detention, students must complete a "SOAR" form aligning with the Eagle Pledge.
5. Students may only leave the detention room with the teacher's permission.
6. Every effort will be made to apply this rule in Grades 5-8.
7. Detentions will be used with discretion for Grades 1-4.

7.04 IN-SCHOOL SUSPENSION

In-school suspension is used for more serious offenses or for students who have repeatedly caused problems. In-school suspension will include being removed from the school population with class work in a supervised area. Credit will be given for work completed.

7.05 OUT OF SCHOOL SUSPENSION AND EXPULSION

Student policy in regard to suspension and expulsion will follow the provisions in Chapter 122, Article 10, Section 22.6 of the Illinois School Code and with applicable rules and regulations of the Illinois State Board of Education and the Board of Education of Aviston Elementary District #21.

Suspension of a student is considered to be a culmination of attempts to correct gross misconduct. This, however, is not meant to preclude the possibility of a sudden show of inappropriate behavior that might be sufficient to justify suspension. The superintendent may suspend a student for up to 10 days for gross disobedience or misconduct, but must notify the parents/guardians of the suspension and their right to a hearing and other rights in this issue.

Aviston Elementary District #21 School Board may vote to expel students judged guilty of gross disobedience or misconduct, but only after a hearing before the Board or a hearing officer with the parents/guardians and the child present to discuss the student's behavior.

7.06 DUE PROCESS PROCEDURES FOR SUSPENSION

Prior to the imposition of suspension, the following procedures shall be observed:

1. The suspending school administrator shall give the student oral or written notice of the charges and the evidence to support such charges.
2. If the student denies the charges, an opportunity shall be given to the student to present an explanation in a conference with the suspending school official.
3. The suspending school official shall make a decision and then inform the student if the suspension is to be imposed.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as soon as possible, not to exceed three school days.

Immediately upon imposition of suspension, the student and parent/guardian of the student shall receive written notice of the following:

1. The reason for suspension, including a copy of specific rules and regulations allegedly violated by the student.
2. The beginning date and total number of days of the suspension.
3. The right to review the suspension as set forth in a request for a review hearing shall be submitted in writing within 10 school days after the receipt of the suspension notices. The review hearing shall take place within 10 school days of the receipt of the request or on a date mutually acceptable to all parties involved.

7.07 DUE PROCESS FOR EXPULSION

The following are expulsion procedures:

1. Before expulsion, the student and parents/guardians shall be provided written notice of the time, place and purpose of a hearing by registered or certified mail requesting the appearance of the parents/guardians. 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 parents/guardians 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.

SECTION 8: INTERNET, TECHNOLOGY AND PUBLICATIONS

8.00 INTERNET ACCEPTABLE USE

Any user who violates the Internet Acceptable Use Policy shall be subject to disciplinary action including, but not limited to, revocation of access privileges. Additionally, if a user's conduct constitutes a violation of copyright laws, the user and/or the user's parent/guardian may be subject to prosecution under such laws. Any user who intentionally or negligently damages or destroys District hardware and/or software will also be responsible for all costs associated with repair and/or replacement parts and services.

All use of the District's electronic network must be (1) in support of education and/or research and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

8.01 NON-SCHOOL-SPONSORED PUBLICATION/WEBSITES

For purposes of this section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium, or combinations of these whether offline or online or (3) information or material on electronic devices.

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the District.

Students are prohibited from creating, distributing and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language or *sexting* as defined by School Board Policy and Parent/Guardian & Student Handbook;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Distributing and/or accessing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating or publishing such material intending for it to be distributed or accessed at school.

8.02 ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

School authorities may not require a student or parent/guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

SECTION 9: SEARCH AND SEIZURE

9.00 SEARCH AND SEIZURE

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

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 of their personal belongings left there.

The building administrator 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.

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, 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'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.

If a search produces evidence that the student has violated or is violating either the law or the school'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.

9.01 SEARCH LOCKER POLICY

School lockers are owned and controlled by the Aviston Elementary District #21 and locker inspections may occur periodically throughout the school year.

9.02 VALUABLES

Bicycles should be secured with a chain and padlock at the bike rack. Bike racks are not monitored and the school is not responsible for loss.

SECTION 10: ATHLETICS AND EXTRACURRICULAR ACTIVITIES

10.00 EXTRACURRICULAR ACTIVITIES

Extracurricular activities shall mean any activity: academic, sports, band or other, which meets on a regular basis, after-school hours, for the purposes of competition preparation, program or events. The activities must be sponsored by Aviston Elementary District #21 to be considered an extracurricular activity.

All students who participate in extracurricular activities must maintain a passing grade in all classes. A grade check must include a minimum of three grades in one subject.

Grade Checks:

- Grades will be checked every Friday.
- If a student has an 'F' in any subject at grade check, the student will be ineligible to participate in extracurricular activities for a period of one week beginning the following Monday through Sunday.

The following rules will govern the ineligibility time:

- The first time that a student receives an 'F' or more than one 'F', that player will be ineligible for extracurricular activities (including games and/or practices) for a period of one week and may not attend as a fan. During that time, the grade must be brought above an 'F' and improvements must be shown in the subject(s) or the player will remain ineligible.
- The second grade check with an 'F' will result in two weeks in being ineligible for participation in the extracurricular activity.
- The third time the student has an 'F', the player will be removed from the extracurricular activity.
- These rules only pertain to one activity/sport's season. When another activity/sport's season begins, a student may resume participation.
- Detentions may result in additional consequences set forth by a coach.
- Special education student grade checks will be dealt with individually according to their Individualized Education Plan.

10.01 ATHLETIC PARTICIPATION

Attendance: A student must be in attendance in school for at least the second half of the school day in order to participate in any extracurricular activity that occurs later in the day. Exceptions include:

1. An appointment with a doctor, dentist/orthodontist, etc., that is non-illness or injury related.
2. Special events such as weddings, funerals or family situations.
3. School-related absences for events such as math contests, etc.

Health Certificates: All students who participate in athletic events must have certification of a physical examination from a physician on file for each year of participation. The physical is required before a child attends any tryout, practice or game.

Physician's Approval after Injury or Illness: Any student who has missed one week of school or athletic contests due to being under a doctor's care, must have a signed statement by the doctor releasing the student from the doctor's care on file with the athletic director.

10.02 ACTIVITY AND TRANSPORTATION FEES

The Aviston Elementary District #21 School Board of Education approved the following fees regarding sports teams, scholar bowl, band and choir:

- Activity Fee = $35 per student per each activity
- Transportation Fee:
  - Baseball/Softball (Grades 6-8) = $50 per student
  - JV/Varsity Basketball (Grades 7-8) = $80 per student
  - Basketball (Grades 5-6) = $40 per student
  - Volleyball (Grades 5-8) = $55 per student
  - Track (Grades 6-8) = $30 per student

- Scholar Bowl (Grades 6-8) = $40 per student
- Cheerleading (Grades 6-8) = $80 per student
- Cross Country (Grades 6-8) = $50 per student
- Golf (Grades 7-8) = $45 per student (to destination only)
- Bowling (Grades 6-8) = $60 per student (to destination only)

Transportation Fees cover the cost of transporting teams to and from destinations Monday-Friday. The school does not provide transportation for activities held on weekends.

All fees (including the textbook and technology fees) are due by the third day of practice. After the third day of practice, a student may not participate in an extracurricular activity if fees are not paid.

Students on Free and Reduced Lunch will not be assessed a fee.

10.03 ATHLETIC EVENT ATTENDANCE

Rules: All students who wish to attend athletic events at Aviston Elementary District #21 must abide by the behavior guidelines as stated in the Parent/Guardian & Student Handbook (General Rules 6.0). Students must be in fourth grade or higher to attend games without a parent/guardian or high school age chaperone and must be in at least sixth grade to ride on the bus to away games.

Violation of the behavior rules: Students who violate the behavior guidelines will be warned once by the game supervisor and may be asked to miss one game. For a second offense, a student will be banned from two games. For a third offense, a student will be banned from the games for the remainder of the season. The administrator will call the parents/guardians to notify them of the warning before the first suspension.

Violation of academic rules: Students who are deemed ineligible because of poor academic performance may not attend practice or games in any manner.

10.04 PARENT/GUARDIAN EXPECTATIONS

Parents/guardians are expected to behave properly and as good role models. Following SIJHSAA sports association, any fan ejected from a game by administration or by game officials may not attend the following three games and must complete the *Sportsmanship Course* on the NFHS website before being permitted to attend any sporting event. The course is free. The course completion certificate must be submitted to the office to complete the period/terms of the suspension. Any fan ejected twice results in the fan not being able to attend any sporting event for the remainder of the school year.

Any parent/guardian that has a concern regarding playing time or experience during an extracurricular activity has the right to talk to the coach or moderator. Playing time, practice situations or any other reasonable questions are accepted, however, no parent/guardian may talk to a coach on the floor or near the field directly after a game or match. An appointment must be made by phone or email so a private conversation can be held 24 hours post game. Coaches have been instructed to leave the conversation if it is prior to 24 hours of completing a game.

To avoid distractions, parents/guardians are not permitted to attend practices. If deemed necessary, the coach, athletic director or superintendent may grant permission.

10.05 LEAVING EXTRACURRICULAR EVENTS

Away games or events from Aviston Elementary District #21: Any student who takes school transportation to a school event must return by that transportation. A student will be released from this commitment to a parent/guardian upon signing a sign out sheet. A child may be released to another adult if the parent/guardian has sent a note requesting prior to the event.

10.06 CLUBS/ORGANIZATIONS

No clubs or organizations may be formed in a classroom without the permission of the school administrator. Clubs and organizations must have a school-related purpose.

10.07 BAND AND CHOIR

School band and choir is an option for students in Grades 5-8. All students who belong to band and choir must follow the extracurricular activities participation policy in the Parent/Guardian & Student Handbook.

10.08 ATTENDANCE AT SCHOOL-SPONSORED DANCES

Attendance at school-sponsored dances is a privilege. Only students who attend the school and participate in the given activity may attend school-sponsored dances, unless a school administrator approves a student's guest in advance of the event. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code may be required to leave the dance after a parent/guardian is contacted.

Because dances are school-sponsored, a student must have a parent's/guardian's consent to leave a function early. Parents/guardians must pick up only their child, unless a parent/guardian has provided a signed note to a chaperone.

10.09 CONCUSSIONS AND HEAD INJURIES

Aviston Elementary District #21 has a Concussion Policy and Procedure Committee whose purpose is to review existing concussion policy and procedures on a regular basis for effectiveness.

A student who exhibits signs, symptoms or behaviors consistent with a concussion will be removed from participation or competition at that time. A student athlete who has a possible concussion or head injury may not participate in athletics unless cleared to do so by a physician licensed to practice medicine or a certified athletic trainer. If not cleared, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician or a certified athletic trainer working in conjunction with a physician licensed to practice medicine.

SECTION 11: SPECIAL EDUCATION

11.00 SPECIAL EDUCATION

The Aviston Elementary District #21 is a member of the Kaskaskia Special Education District. If a child shows evidence of having a disability, whether in learning or of an emotional nature, the student will be referred to the Kaskaskia Special Education District for testing by a school psychologist with the permission of the parents/guardians. The results of tests and possible placement will be decided in a conference among the psychologist, the superintendent or designee, a general education teacher, special education teacher and the parents/guardians.

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or child. For further information, please contact the superintendent.

11.01 MISCONDUCT BY STUDENTS WITH DISABILITIES

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

11.02 EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

A student in third through eighth grade who is eligible for special education may be excused from physical education courses if:

- The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services.
- The student's Individual Education Plan team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individual Education Plan; or
- The student has an Individual Education Plan and is participating in an adaptive athletic program outside of the school setting, and the student's parent/guardian documents this participation.

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

SECTION 12: STUDENT RECORDS AND PRIVACY

12.00 REPORT CARDS

Student reports are used to indicate progress in lessons, preparations, behavior and attitudes. Teachers employ a variety of methods of parent/guardian notifications in addition to student reports: online grades, parent/guardian signature on tests, notes in student planners, student checklists, emails, etc. Continual communication between parents/guardians and teachers is essential throughout the child's school experience.

12.01 GRADING SCALE

Aviston Elementary District #21 uses the following grading scale in Grades 5-8: A: 100-93, B: 92-85, C: 84-75, D: 74-67, and F: 66 and below. A standards-based checklist is used at the kindergarten - fourth grade levels. Scores are maintained on a student's permanent record.

12.02 HONOR ROLL

The Aviston Elementary District #21 School Board and faculty in an effort to strengthen all academic subjects have initiated an Honor Roll Program for all students in Grades 5-8.

High Honors: The student receives a 4.75 grade point average and above, of a possible 5.0 on all academic work for the quarter.

Honors: The student receives a 4.25 up to and including a 4.74 grade point average on all academic work for the quarter.

High Honors and Honors are based on academics in all classes.

Students who demonstrate outstanding academic achievement are acknowledged as Scholar and Honor Eagles during eighth grade graduation. To achieve Scholar Eagle recognition, a student must maintain all A's in Grades 5-8. To achieve Honor Eagle recognition, a student must maintain all A's and one B in Grades 5-8. Permanent Records are referenced for the data.

12.03 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 school 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/guardians 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) 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 request, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon request, instructional material used as part of the educational curriculum.

12.04 STUDENT RECORDS

Student records are confidential and they shall not be released other than as provided by law. Student records include grade transcripts, accident and health reports, attendance records, honors/awards received and participation in school activities. Parents/guardians have the right to view student educational records maintained by the school system. If you would like to view your child's records, please provide the school office 24-hour prior notice.

Permanent Records - Permanent records include names, date and place of birth, sex, grades, class rank, attendance, accident reports and health records, honors and awards, participation in school activities and a record of any release of information. Aviston Elementary District #21 maintains permanent records for a period of 60 years.

Temporary Records - Temporary records include family background, test scores, psychological, intelligence and personality tests, achievement tests, participation in extracurricular activities, honors and awards, teacher comments, discipline records, special education files and records of any release of information. Temporary records are maintained at the school for a period of five years.

The school administrators maintain records of teacher discipline referrals and student penalties. Referrals are maintained separately from student permanent and temporary records. Discipline referral records are maintained and managed with the same policies and procedures as other student records.

Release of information: The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Record Act (ISRA) permit the school to release student directory information which includes a student's name, address, telephone number, sex, grade level, parents'/guardians' names and addresses, academic awards, degrees, honors and information in relation to school sponsored activities, organizations, and athletics. District #21 releases student and parent/guardian names, addresses and telephone numbers to the PTA. District # 21 also releases student names to the press, in connection with participation in school sponsored activities and academic awards.

Destruction of Temporary and Permanent Records: All temporary records maintained by the District will be destroyed no earlier than 5 years after the student graduated, withdrawn or otherwise no longer enrolled as a student in the District. Such record destruction will occur during the last week in July. For example, if a student graduates or withdraws from school during the 2022-2023 school year, the temporary records will be destroyed in June/July/August 2028. Permanent records will be maintained for 60 years. If a copy of the records is desired, contact the principal of the last building the student attended.

SECTION 13: PARENTAL GUARDIAN RIGHTS AND NOTIFICATIONS

13.00 TEACHER QUALIFICATIONS

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

1. Whether the teacher has met State certification requirements;
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
3. The teacher's college major;
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
5. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

13.01 STANDARDIZED TESTING

The IAR (Illinois Assessment of Readiness) in third-eighth grades and the ISA (Illinois Science Assessment) in fifth-eighth grades is administered annually. Benchmark tests are administered two-three times per year to kindergarten-eighth grade students. The PreACT is also administered to eighth grade students to determine appropriate class placement for high school. Standardized test scores are an indicator of a child's ability and achievement, along with classroom teacher observations, lesson assessments and test grades.

13.02 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/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.

Aviston Elementary District #21 provides services and assistance according to the McKinney-Vento Homeless Education Act. Lisa Niemeyer, Principal, is the homeless liaison.

13.03 NOTICE TO PARENTS/GUARDIANS ON SEX EDUCATION INSTRUCTION

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for Grades 6-8, the prevention of AIDS.

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement and return it to your child's classroom teacher.

"I request to examine the instructional materials and course outline for this class".

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or courses, please complete the following class attendance waiver statement and return it to your child's classroom teacher.

"I request that the District waive the class attendance of my child in a class or courses on:"

- Comprehensive sex education, including in Grades 6-8, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases
- Family life instruction, including Grades 6-8, instruction on the prevention, transmission and spread of AIDS
- Instruction on diseases
- Recognizing and avoiding sexual abuse
- Instruction on donor programs for organ/tissue, blood donor and transplantation

13.04 PARENT INVOLVEMENT COMPACT

The Parent Teacher Association (PTA) encourages communication between school and home. The PTA convenes throughout the school year. Meeting dates are noted in the school newsletter. The meetings serve as a forum for the exchange of ideas and information. Through the organization, parents/guardians offer assistance to the school in a variety of programs.

At the meetings, the organization discusses parental/guardian involvement and opportunities for parents/guardians to get involved in the education of their children. Parents/guardians should use the meetings as an opportunity to ask questions, make suggestions and learn about the opportunities and programs available for parents/guardians to be fully involved in the educational process.

The school and teachers also provide parent/guardian teacher conferences at flexible times to accommodate parent/guardian schedules.

The school provides parents/guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. 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;
3. 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
4. Timely responses to suggestions.

Everyone is responsible for the success of the students. While the school provides the best education possible, it is critical to the success of students that parents/guardians assist in meeting the goals of the education set forth by Aviston Elementary District #21 and the State and Federal government.

The state's resources on parental/guardian involvement can be located at http://illinoisparents.org/. The state's website on parental/guardian involvement provides information, training and support for parents/guardians and schools on various websites which may be useful or interesting to parents/guardians 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.

13.05 TITLE I

Aviston Elementary District #21 implements the Title I program when funds are available. Contact the superintendent if you have questions.

13.06 ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs. Contact the superintendent if you have questions.

13.07 SCHOOL VISITATION RIGHTS

Aviston Elementary District #21 shall make time available for regularly scheduled, non-emergency school visitations by parents/guardians during both regular school hours and evening hours. Upon request, the Aviston School District #21 shall provide a parent/guardian with documentation of school visitation on a District form, which may be submitted to the parent's/guardian's employer as verification of the exercise of school visitation rights. Questions regarding school visitation rights may be directed to the superintendent.

13.08 SPRAYING FOR PESTS

Periodically, the building will be sprayed for pests. Spraying will occur only when there is at least a 48-hour period between spraying and student attendance. If you have a concern about this issue, please contact the superintendent.

13.09 MANDATED REPORTS

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

13.10 TRANSFER

If a child is moving to another school District, parents/guardians should notify the school office at least two days prior to the last day the child attends. Parents/guardians are asked to come to the office to sign a slip giving permission to release records to the next school.

13.11 SEX OFFENDER NOTIFICATION LAW

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

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

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

Anytime that a convicted child sex offender is present on school property 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.

13.12 VIOLENT OFFENDER COMMUNITY NOTIFICATION

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor
Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY
Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

13.13 CHILD CUSTODY

A child will be released from school only to the parent/guardian who has custody of that child, or to a person designated by that parent/guardian. A copy of the most current court order concerning the custody of the child must be kept on file in the school office. If other arrangements for transportation of a child are made by the parent/guardian with custody, a written note signed by the parent/guardian with custody, must state the following:

1. The person who is to pick up the child.
2. The date and time the child is to be picked up.
3. A note will be required for each day that other arrangements are made for the child.
4. Aviston Elementary District #21 reserves the right to deny pickup by anyone not on the child's designated list of emergency caretakers. Notes and/or phone calls to the office about special circumstances are required.

SECTION 14: SCHOOL PROPERTY RULES

14.00 WEAPONS OR DANGER TO STUDENTS

Aviston Elementary District #21 reserves the right to use personal searches of clothing and belongings, or desks and lockers, and of other belongings if the personal safety of students is in danger because of the threat of a weapon. Any weapon will be given to the proper authorities or returned to the parents/guardians after a conference. If a student is caught on the grounds with a weapon of any type, the punishment will be a suspension or expulsion, depending on the severity of the action by the student and the type of weapon used.

14.01 TOBACCO AND TOBACCO PRODUCTS

Aviston Elementary District #21 is a tobacco free school. Adults and children should refrain from using any tobacco products anywhere on the property in compliance with the Illinois State Law.

14.02 DRUGS AND INTOXICATING BEVERAGES

Any person who sells, purchases, possesses, uses or aids in the procurement of intoxicating beverages, cannabis, narcotics, illegal drugs or look-alikes on the school grounds or at a school function of any kind, at any time, will be subject to disciplinary action by school authorities. Violators of this policy will be suspended or expelled depending on the severity of the action and number of times the policy has been violated. Unauthorized drugs are those drugs for which a student does not have a valid doctor's prescription or a current note from the student's parent/guardian authorizing the taking of drugs for medicinal purposes. The faculty, staff and administration of Aviston Elementary District #21 will make every effort to teach, promote and model appropriate behavior in relation to drugs and alcohol. Any student who voluntarily asks for help in relation to a drug or alcohol problem will not have disciplinary action taken against them. The intervention team will instead help the child and parents/guardians find the appropriate program that is needed. The parents/guardians will have to enroll or enter the student in the program. Aviston Elementary District #21 may use trained police dogs to search student's lockers and desks for drugs and alcohol or illegal materials. The District will also use personal searches of the clothing and belongings of students who are suspected of having illegal drugs or alcohol.

14.03 CELL PHONE USE ON PROPERTY

Illinois State law prohibits the use of cell phones while driving in Illinois. This includes school zones, regardless of hands-free mode.

GUIDELINES TO ILLNESSES

Students with a fever must remain home until fever free for 24 hours without medication. If a student develops a fever over 100.4° while at school, a parent/guardian will be notified.

Chicken Pox - a highly contagious disease caused by a virus. It is spread from person-to-person by direct contact or by sneezing and/or coughing. Symptoms usually start about 2 weeks after exposure, including a fever, feeling of tiredness and an itchy rash. The rash usually starts on the chest, stomach or back, then will progress to the face. Chicken pox is contagious 1 - 2 days before the rash appears AND until all the blisters have formed scabs. Once all the pox have scabbed over, the student can then return to school (usually 3-5 days). Treatment: Acetaminophen can be given to reduce fever. Do NOT give aspirin. Calamine lotion and antihistamines can help reduce itching.

COVID-19 - is a mild to severe respiratory illness that is caused by a coronavirus, is transmitted chiefly by contact with infectious material or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure. According to the CDC, symptoms may appear 2-14 days after exposure to the virus. Symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea. Emergency warning signs include trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake or bluish lips or face; if someone is experiencing these symptoms they should seek medical care immediately. See the CDC and IDPH websites for the latest guidelines.

Fifth's Disease - is a common childhood illness. It is sometimes called "slapped cheek disease" because the rash that some people get is on the face. Rash looks red and lacy. It is spread by coughing and sneezing. This illness is spread while the child has flu-like symptoms before the rash appears. To treat: the child needs rest, fluids and pain relievers, if needed.

Hand, Foot and Mouth Disease - is a common viral illness in children & infants. The disease causes fever and blister-like eruptions in the mouth and/or a skin rash. This usually begins with a fever, poor appetite, feeling vaguely unwell and often a sore throat. 1-2 days after the fever, painful sores usually develop in the mouth. They begin as small red spots, then develop into ulcers. They are usually located on the tongue, gums and inside of the cheek. A non-itchy rash develops over a 1-2 day period. The rash will have flat or raised spots, sometimes with blisters. This rash is usually located on the palms of hands and soles of the feet. This disease is spread person-to-person by sneezing, coughing, touching things infected people have touched and not washing hands. It is most contagious the 1st week. Treatment: NONE. Fever and pain can be treated with medicine (Tylenol/Motrin).

Head/Body Lice - Over-the-counter (OTC) treatments can be used and do not require a prescription. OTC treatment can be found at local drug stores or pharmacies. Treatment: Remove all clothing. Apply head lice treatment according to the OTC label instructions. Have the person put on clean clothes after treatment; do not re-wash the hair for 1-2 days after the lice treatment is removed; repeat treatment in 7-10 days or according to OTC label. Nits may persist 2-3 days after treatment.

Influenza - is a respiratory illness caused by a virus. Symptoms include fever, muscle aches, headache and fatigue. Respiratory symptoms are a cough, sore throat and a runny or stuffy nose. Although nausea and/or vomiting can

accompany it, it is rarely prominent. The flu is spread person-to-person, usually by coughing and/or sneezing, touching things that an infected person has touched and not washing your hands. Treatment: get plenty of rest and drink lots of fluids.

Pink-Eye - Several viruses and bacteria can cause conjunctivitis (pink eye), some of which are very contagious. Each of these types of germs can spread from person to person in different ways. They usually spread from an infected person to others through close personal contact, such as touching or shaking hands, the air by coughing and sneezing or touching an object or surface with germs on it, then touching eyes before washing hands. If a child has conjunctivitis but does not have fever or other symptoms, the student may remain at school with a doctor's approval. However, if the child still has symptoms, the student should remain home.

Strep Throat - is a virus that causes the person to have a sore throat. It feels like you are swallowing needles. Symptoms include sore throat, fever and fatigue. If you have a sore throat that continues for more than 3 days, we recommend seeing a doctor to be tested for strep. Strep is spread from person-to-person by coughing, sneezing, drinking out of the same cup, touching things that an infected person has touched and not washing hands. Treatment: Prescription medication. A student may not return to school until they have been on medication for at least 12 hours.

Swine Flu - is an influenza that is caused by a H1N1 virus. Symptoms include fever, disorientation, stiffness of joints and vomiting. It is spread much like the seasonal flu, coughing, sneezing, touching things infected people have touched and not washing hands. Treatment: The CDC recommends using Tamiflu to help with the swine flu.

Breakdown of Lunch and Milk Prices

Lunch Only

	One Day	One Week	One Month (20 Days)	Half of School Year	Entire School Year
1 child	$3.00	$15.00	$60.00	$270.00	$540.00
2 children	$6.00	$30.00	$120.00	$540.00	$1080.00
3 children	$9.00	$45.00	$180.00	$810.00	$1,620.00
4 children	$12.00	$60.00	$240.00	$1,080.00	$2,160.00

Lunch + Milk at Milk Break (K-Grade 3)

	One Day	One Week	One Month (20 Days)	Half of School Year	Entire School Year
1 child	.45	2.25	9.00	40.50	81.00
2 children	.90	4.50	18.00	81.00	162.00
3 children	1.35	6.75	27.00	121.50	243.00
4 children	1.80	9.00	36.00	162.00	324.00

Prices for the 2026-2027 School Year

LUNCH = $3.00 PER STUDENT PER DAY

MILK = $.45 PER STUDENT PER DAY