

GEORGE O. BARR ELEMENTARY SCHOOL
SILVIS SCHOOL DISTRICT #34
SCHOOL CALENDAR 2017-2018

First Semester

Teachers' Institute Day (no school for students).....	Thursday, August 3
Teachers' Institute Day (no school for students).....	Friday, August 4
First Full Day of School for All Students.....	Monday, August 7
Labor Day.....	Monday, September 4
School Improvement Day*.....	Friday, September 29*
End of First Quarter.....	Wednesday, October 4
Parent/Teacher Conferences (3:00 pm – 7:00 pm).....	Wednesday, October 4
Parent/Teacher Conferences (8:00 am – 12:00 pm).....	Thursday, October 5
Fall Intersession.....	Thursday, October 5 through Friday, October 13
School Resumes.....	Monday, October 16
Thanksgiving Break.....	Wednesday, Thursday & Friday, November 22-24
School Improvement Day*.....	Tuesday, December 19*
Winter Intersession.....	Wednesday, December 20 through Tuesday, January 3
Last day of winter intersession.....	Tuesday, January 3

Second Semester

Teachers' Institute.....	Wednesday, January 3
School Resumes.....	Thursday, January 4
MLK Jr. Day.....	Monday, January 15
Parent/Teacher Conferences from 4:00 pm – 7:00 pm (WEDNESDAY SCHEDULE).....	Thursday, February 15
Observance of Lincoln's Birthday.....	Friday, February 16
All Presidents' Day (EMERGENCY DAY).....	Monday, February 19
School Improvement Day *.....	Friday, March 9*
End of Third Quarter.....	Friday March 9
Spring Intersession.....	Monday, March 12 through Friday, March 23
School Resumes.....	Monday, March 26
Spring Break.....	Friday, March 30
Emergency Day if Needed (No School).....	Monday, April 2
School Improvement Day*.....	Friday, May 25*
Memorial Day.....	Monday, May 28
Last Day of School for Students/Staff (WEDNESDAY SCHEDULE).....	Thursday, May 31
EMERGENCY DAYS (if necessary).....	Friday, June 1 & Tuesday and Wednesday, June 1, 4-5

*George O. Barr Elementary will dismiss at 11:30 a.m. and Northeast Junior High will dismiss at 11:00 a.m.
 No lunch will be served on the ½ days. No PreK on the ½ days.

EVERY WEDNESDAY Northeast Junior High will dismiss at 2:00 p.m. and George O. Barr Elementary will dismiss at 2:30 p.m.

SILVIS SCHOOL DISTRICT #34: Where Students Are First!

MISSION STATEMENT

The mission of George O. Barr Elementary School is to promote academic excellence and provide the opportunity for the students to attain their individual, social, emotional, and physical potential. Quality education will be provided for all students through teamwork and cooperation resulting in their development into mature productive citizens.

Simply put:

**WE HAVE THE POWER TO LEARN,
 LEAD, AND SUCCEED!**

VISION STATEMENT

George O. Barr Elementary School will create a safe and structured environment where students and staff, along with parents, guardians, and other stakeholders, come together as a community of life-long learners and leaders. Our school will foster individual differences, encourage each other, and set challenging goals. We will strive to think critically and creatively to encourage good decision-making strategies to promote a sense of teamwork and cooperation. By learning how to utilize the knowledge and tools necessary to confidently meet challenges, our students will be empowered to reach their potential, as well as become respectful and responsible citizen leaders for the future.

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the Board office, located at

1305 5th Avenue
Silvis, IL 61282

This handbook is not intended to create a contract but is simply designed to help students and parents gain a better understanding of the policies, practices, and procedures used at George O. Barr Elementary School. (As used throughout this handbook, parent means a "natural parent, legal guardian, or party having custody of the student.)

The elementary office is open from 7:30 - 4:00 Monday through Friday on days when school is in session.

The school Board governs the school district, and is elected by the community. Current School Board members are:

Kevin Rossmiller, President
Val Schneider, Vice-President
Melissa Lear, Secretary
Steve VanDeWalle, Member
Michael Terry, Member
Rose Hernandez, Member
Lindsay Wadsager, Member

The School Board has hired the following administrative staff to operate the school:

Dr. Terri VandeWiele, Superintendent
Mr. Michael W. Hughes, Principal
Mr. Jim Widdop, Transportation Director
Mrs. Jennifer Caldwell, Special Education Coordinator

The school is located and may be contacted at:

George O. Barr Elementary School
1305 5th Avenue
Silvis, IL 61282

Phone: 309-792-0639
Fax: 309-792-8092

Website: www.silvis34.net



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GENERAL INFORMATION

DAILY SCHEDULE

Parents should make sure students do not arrive before 8:10.

All students should line up on the playground (weather permitting) at 8:10 AM to be picked up by their teachers.

8:20 School starts for AM ECE, AM Hand-in-Hand (HiH) and grades K-5.

8:30 Tardy Bell

LUNCH SCHEDULE FOR 2017-18

11:00-11:30 - Kindergarten lunch

11:10-11:40 - 1st grade lunch

11:20-11:50 - 2nd grade lunch

11:30-12:00 - 3rd grade lunch

11:40-12:10 - 4th grade lunch

11:50-12:20 - 5th grade lunch

11:05 Dismissal for AM ECE and Hand-in-Hand

12:30 Beginning time for PM ECE and PM HiH

3:15 Dismissal for PM Hand-in-Hand, and grades K-5 (2:30 on Wednesdays)

SCHOOL OFFICE HOURS

The elementary office is open from **7:30-4:00** Monday through Friday on days school is in session. The office phone number is 792-0639.

ATTENDANCE/ABSENCES

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

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

If a child must be absent due to illness or other reasons, the child needs to bring a note with an explanation to his/her teacher following the absence. In the event of an absence a **parent should call 792-0639 (Office) or extension 250 (Nurse)** between 7:45-8:30 am.

State law requires schools to contact parents (at home or work) if their child is absent and we have not been notified. If no contact is made between school and parent, the absence will be considered unexcused. A parent calling in for a student does not automatically constitute an excused absence.

If a student is absent for more than 3 consecutive days, a note from the doctor permitting reentry in school must be provided. If a child is absent 46 minutes to 165 minutes, that child is counted absent for a half day, regardless of the reason for absence (including appointments, lice, tardies, etc.). If a child is absent for 166 minutes or more, that child is counted absent for a full day regardless of the reason for absence (including appointments, lice, tardies, or other reasons).

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

There are two types of absences: excused and unexcused. "Valid cause" for absence is defined by the State School code as:

- A. Illness, which after 3 days accumulative per semester, may require a doctor's note excusing the student's absence each day. Medical or professional appointments, which cannot be scheduled outside the school day, must be verified with an appointment card or note from the doctor's office prior to the appointment. Students having permission to leave the building during the school day must sign out and sign in at the office.
- B. Observance of a religious holiday.
- C. A family emergency which may be determined by the principal.
- D. Death in the immediate family. Funerals involving members of the immediate family should be called in as soon as possible.
- E. Approved school sponsored activities. It will be required of each student to make up any missed assignments. Arrangements should be made with the classroom teacher.
- F. Situations beyond the control of the student; circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.
- G. Out of school suspensions will be considered unexcused.
- H. All other absences are considered unexcused.

TRUANCY

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

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

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

- A Notice of Absenteeism Letter will be sent home
- A Referral Notice to Family Letter will be sent home
- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

TARDIES

Students may not arrive at George O. Barr before 8:10 unless they are arriving for the breakfast program. Students will be entering the building at 8:20. The children are expected to be in the classrooms at 8:25 to prepare for the day. A student will be marked as tardy if they arrive after 8:30 a.m. Students must report to the office BEFORE going to their classroom.

Please make sure your child arrives to school on time daily. It is necessary for him or her to understand the importance of being on time as the mornings are very busy and a special time to prepare for the day. It is not necessary to determine whose fault it is for being late. The fact that a student is late and has missed class time is sufficient to justify that lost time must be made up if that is the decision of the school principal.

STUDENTS LEAVING DURING THE DAY

For safety and security reasons, the prior written consent of a student's custodial parent or guardian is required before a student is released from school at any time other than the regular dismissal times, and/or to any person other than the custodial parent. Students must be signed out in the office noting the time of departure, and if they return within the same day, they must also sign in.

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, **DO NOT CALL SCHOOL TO FIND OUT IF SCHOOL HAS BEEN CANCELLED.**

School closings for any reason will be announced by 6:30am or as soon as possible if an emergency occurs during the day. If bad weather or other emergencies occur please listen to one of the following radio/TV stations for the latest information.

Television Stations

Channel 4 WHBF	Channel 6 KWQC
Channel 8 WQAD	Channel 18 KLJB

Radio Stations

KJOC (1170AM)	WXP (96.9)	WOC (1420 AM)
KMXG (96.1)	KUUL (103.7)	WHTF (98.9)
KCQQ (106.5)	WLLR (101.3)	WKBF (1270AM)
KBOB (99.7)	KWPC (86.0 AM)	KWPC (86.0AM)
WVIK (90.3)	WGEN (1500 AM)	WGEN (104.9)

(Due to programming, radio stations make the most frequent announcements.)

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

COMMUNICATIONS

SCHOOL CALENDAR

The school will maintain a calendar. These dates are important and should be referred to frequently since school activities, vacations, early dismissals, field trips, etc., will be listed. If a noncustodial parent would like copies of these calendars, they need to provide the office with their name and address. The school calendar is available on the district website. (silvis34.net)

EMERGENCY CONTACT INFORMATION

Should there be a change in address, phone numbers or emergency phone numbers, it is very important to notify the school as soon as possible. Emergency numbers need to be on file with the office and the school nurse. If you do not have a home phone, please provide us with numbers of someone who can be reached during the day in case of an emergency. If a parent/guardian or emergency contact cannot be reached, local officials may need to be notified.

TEACHER AVAILABILITY

Teachers are available to speak to parents from 8:10-8:20 and 3:15-3:35. If a problem arises with your child, please make every effort to contact your child's teacher during those times. Each teacher now has his/her own voice mail and email address.

VISITORS

Parents are welcome and encouraged to visit classes during the school year. For the protection of students and staff, every visitor **must** stop in the office before visiting class to receive a visitor's badge. ALL VISITORS, INCLUDING PARENTS AND SIBLINGS, MUST ENTER THROUGH THE FRONT DOOR OF THE BUILDING AND PROCEED IMMEDIATELY TO THE MAIN OFFICE. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as guests and wear the tag in a visible location. All visitors must return to the main office and sign out before leaving the school.

Please do not visit classes during the first three weeks or the last three weeks of school. Whenever visits are made, please do not bring other children with you. To minimize disruptions to the educational process, please make arrangements with either the classroom teacher or principal **24 hours prior to the visit and limit visits to a maximum of 1 hour.**

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

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

SCHOOL VOLUNTEERS

The staff and students at George O. Barr value volunteerism! We welcome you to help support our students through supervising, assisting, and/or working with any children in our school during field trips, classroom parties, Booster Club activities, etc. To continue to provide our children a safe and supportive environment, parent volunteers should arrive early for volunteer opportunities at the designated times. If volunteers arrive early, they will be welcomed by the office staff, but asked to wait to go to the classrooms until the designated times.

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide opportunities, please contact the building principal.

Volunteers are required to check in and out of the office following the same protocol as listed above under the VISITORS heading.

PARENT EASE- WEB BASED ACCESS FOR LUNCH ACCOUNT, GRADES, AND FEES

Parent Ease/School Insight is available for parental access to view student lunch account balances and activity, grades, and fees. Contact the office at 792-0639 for account access information/passwords.

PARENT-TEACHER CONFERENCES

If you have a question about your child's progress (academic or behavioral), please contact your child's teacher for an appointment to discuss your concerns. Formal parent-teacher conferences will be held Thursday, October 4 and Friday, October 5. Spring conferences will be held on Thursday, February 15. Please make every effort to attend your scheduled conference during that time. If you are unable to attend, call the office and another appointment will be made.

MID-TERM PROGRESS REPORTS

Mid-term progress reports for students in grades 3rd through 5th will be **sent home** on the following dates:

- Thursday, September 7, 2017
- Thursday, November 16, 2017
- Thursday, February 8, 2018
- Thursday, April 26, 2018

REPORT CARDS

Report cards will be sent home on the following dates:

- Thursday, October 4/5, 2017 (P/T Conf.)
- Thursday, January 4, 2018
- Thursday, March 29, 2018
- Thursday, May 31, 2018 (OR Last Day of School)

Note: If a non-custodial parent would also like a report card sent to his/her house, please contact the Elementary Office at 792-0639.

ATTENDANCE AWARD

To receive a perfect attendance award at the end of the school year, a pupil must meet the following requirements:

1. No excused or unexcused tardies.
2. No excused or unexcused absences.

ROCKET BOOSTERS (PARENT GROUP)

Silvis District #34 encourages parent involvement and offers opportunities for parents to become involved in their child's education at all of its school. This is an organization made up of parents who are willing to volunteer their time for the good of the students. Some of the events sponsored by Rocket Boosters include Grandparents' Day, Carnival, fundraisers, and many other events. If you would like more information regarding this group, please contact the office (792-0639) and we will put you in touch with the president of the Rocket Boosters. Meeting dates and locations will be sent home after school starts in the fall.

REGISTRATION INFORMATION

ADMISSION POLICY

In order to enroll a student, parents/guardians must present proof of residency within the school district and proof of immunization upon enrollment. A child entering Kindergarten must be five years of age **on or before** September 1st of that school year. **A certified copy of the child's birth certificate** must be presented for age verification.

In accordance with the Missing Child Act, a **certified copy of a birth certificate** must be provided the first time a child registers for school. If no certificate is presented at registration, parents will have 30 days to produce a certified birth certificate. After 30 days, the district is required by law to

notify local authorities to make them aware of the missing birth certificate. If no certificate is produced within 10 additional days, local authorities will again be notified for appropriate action.

A physical, eye, and dental examination are also required. A child entering first grade must be six years old or before September 1st of that school year. A certified copy of the student's birth certificate must be presented for age verification if he/she did not attend kindergarten.

RESIDENCY

Section 5/10-20.12b of the Illinois School Code states that legal custody for the establishment of tuition-free residency exists in five instances for Regular Education:

- A. The custody of a natural or adoptive parent with whom the child resides.
- B. Custody granted by a court to a person with whom the pupil resides for an other-than-schooling purpose.
- C. Custody exercised under a statutory short-term guardianship, provided that within 60 days of the student's enrollment a court order is entered which establishes a permanent guardianship for an other-than-schooling purpose.
- D. Custody exercised by an adult caretaker or relative who is receiving aid under the Illinois Public Aid Code for the pupil who resides with that adult caretaker for an other-than-schooling purpose.
- E. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercised legal responsibility for the pupil and provides the pupil with a regular fixed nighttime abode for an other-than-schooling purpose.

Residency of children of divorced parents is dictated by the residence of the parent having sole custody. In cases of joint custody, the residence is determined by the residency of the parent with whom the student actually lives. In cases where students spend time at the residence of each parent, residency is determined by the residency of the parent who claims the child as a dependent on his/her tax return.

Information regarding a child's educational experience (including but not limited to calendars of events, grades, reports, etc.) will be provided to the non-custodial parent unless a court order denying access to such records is provided. The name/address of the non-custodial parent should be submitted to the office to allow mailings of the above items.

If there is a restraining order against a person in regard to a student at George O. Barr School, the office should be provided with a copy of that restraining order. Limited access or no access to a student at George O. Barr School by another person should be stated as such in the court order kept on file in the office.

HOMELESS STUDENTS

Students who are homeless shall be enrolled if the child was a resident of Silvis District 34 before he/she became homeless or if the child's temporary residence is located within District boundaries.

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

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed,

until the end of the academic year during which the housing is acquired; or

2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Further information regarding the educational rights of homeless students may be obtained by contacting the District's Homeless Student Liaison at 792-0639 and speaking with the principal.

ENGLISH LEARNERS

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

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

For questions related to this program or to express input in the school's English Learners program, contact the building principal at 792-0639.

MATERIALS FEE

The materials' fees are as follows:

Grades K – 5 - \$42.00

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the business office.

Students are responsible for the care and condition of books loaned to them. If the books are damaged beyond reasonable wear while they are in their possession, or if books are lost, the students will be responsible for paying for the books.

FEE WAIVER POLICY

The Silvis School District Board of Education has adopted a policy to waive school fees for those families that cannot afford them. Children from families whose gross income is at or below state prescribed levels are eligible for free milk, meals, books and fees. Fees may be prorated if eligibility changes. Applications for fee waivers are available at each building. The following standards and procedures were established pursuant to Section 5/10-20.13 of the Illinois School Code. 105ILCS 5/10-20.13.

A waiver of fees may be requested for the following: Charges for required textbooks and instructional materials.

Fee waivers will be granted for the following circumstances:

- A. Student is from a family currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children or AFDC);
- B. Student from a household whose gross income qualifies them for the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
- C. Student from a family currently experiencing emergency economic problems (i.e. significant loss of income from severe illness or injury or loss due to fire, flood, or storm damage)

In order to be exempted from paying school fees, a completed fee waiver form and either recent check stubs or food stamp card must be provided to the district. Fee waivers must be applied for each time a student registers at George O. Barr School. These are available at registration or anytime throughout the school year. If your fee waiver request has been denied, you may appeal that decision to the superintendent. Forms are available in the principal's office.

BREAKFAST/LUNCH PROGRAM

Starting with the 2015-2016 school year, the Silvis School District will be participating in the new Community Eligibility Provision (CEP) program. This program will allow ALL students in the district to receive breakfast and lunch at no cost, regardless of income. Our district qualified for CEP due to the high number of students in our district who are directly certified for free meals with the state of IL. This will benefit both the families of Silvis and the district by decreasing the financial burden on families and increasing the federal funds to help support our meal programs. We will receive the CEP for 4 consecutive years before having to reapply. It is important to note that anything purchased outside of a complete meal will be considered à la carte, and must be paid for from student funds. An example of this would be purchasing a milk alone or a snack from the à la carte area.

Other Benefits:

- The social stigma of students being on free or reduced meals will be eliminated.
- Meal lines will move faster allowing more time for students to sit and eat.
- We will no longer have the problem with students charging meals to their account when they don't have money. This will also save us from having to make phone calls to parents asking them to pay their negative account balances.
- No daily meal deposits which will save both time and the risk of something happening to your cash or checks.
- Lunch ID cards will no longer be needed.
- Low fund letters will no longer need to be sent home

saving both time and paper cost.

- Meal applications will no longer be needed, saving time for the parents, school secretaries, and the food service office.

General Cafeteria Policies

- Children must NOT throw food, drinks, or garbage in the cafeteria. Doing so will result in disciplinary action.
- Students shall follow the instructions of the lunchroom aides and supervisors and show proper respect toward all cafeteria personnel.
- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- If a parent chooses to bring restaurant food for his/her child, please meet the child in the cafeteria and do not share with other children.
- Cans/bottles of any liquid are discouraged and soft drinks are prohibited.
- All food and drink items must be consumed at the cafeteria tables. Students shall not trade food. Any remaining food or drink items must be discarded or placed in their lunch boxes/bags before exiting the cafeteria.

GENERAL POLICIES AND PROCEDURES

USE OF TELEPHONE

It is important that classroom interruptions be kept to a minimum. If a student needs to be contacted due to an emergency, call the office and the secretary can put you through to the child's teacher. Students who plan to go home with a friend should make arrangements with parents prior to the day of their visit so no phone calls are necessary. Students may use the telephone with their teacher's permission in the case of an emergency.

SCHOOL LIBRARY BOOKS

Students and parents are responsible for books checked out of the school library. All books must be returned. When books are not returned, parents will need to replace missing books or pay the school to replace books.

BICYCLES/SCOOTERS

The school will not be responsible for bicycles or scooters that are ridden to school. It is recommended that students not ride bicycles/scooters to school **until they reach third grade**. Pupils who ride bicycles/scooters should obey these regulations:

- A. Bicycles/scooters must not be ridden on school grounds.
- B. All bicycles must be parked in the bicycle racks south of the cafeteria.
- C. Bicycles should be locked.
- D. Scooters should be broken-down upon getting to school to be placed in the child's locker.
- E. **Students must wear a helmet if they ride either to school.**

SKATEBOARD/ROLLER BLADES

ALL SKATEBOARDS AND ROLLER BLADES ARE PROHIBITED ON SCHOOL GROUNDS DURING SCHOOL HOURS AND AFTER SCHOOL HOURS (INCLUDING WEEKENDS). Students who violate this rule

will have their skateboards/roller blades confiscated and returned at the end of the day or (for repeated offenses) until picked up by a parent/guardian.

ANIMALS ON SCHOOL PROPERTY

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

HOMEWORK

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade. Students are expected to do some amount of homework according to the following guidelines:

1st grade – 10 min. per night
Recommended reading, spelling list

2nd grade – 20 min. per night
(Spelling list, reading) A planner assignment and homework paper are to be completed each night, Monday-Thursday. Only a planner assignment is given on Friday. The planner should be signed each night by a caretaker. Assignments are expected to be up to date.

3rd grade – 30 min. per night
(Reading, math facts, spelling) Homework is assigned Monday-Thursday and each student shall write assignments in his/her planner. A caretaker is required to initial the planner on a daily basis.

4th grade – 40 min. per night
Expectations include doing assigned homework Monday – Thursday that is written in the student planner each day. Each night the planner must be signed by a caretaker to be returned daily.

5th grade – 50 min. per night
Students fill out a Student Planner with daily homework assignments on Monday – Thursday. Caretakers are required to sign the planner on a nightly basis.

INCOMPLETE WORK

Teachers are available daily 8:10-8:20 AM and 3:15-3:35 PM for helping students. Schoolwork missed due to absence may be made up during this time.

MAKEUP WORK POLICY

When students are suspended, they have the opportunity to make up their work. The policy below outlines the timelines for completing work for credit:

George O. Barr Elementary: Students will be allowed to make up homework during the suspension period. Out of school suspensions will be considered unexcused absences.

SCHOOL DRESS CODE K – 5

Students are expected to dress appropriately. The school requires all students to dress in a fashion the administration judges to reflect good taste and a style appropriate for a school day. Students are expected to dress and

behave in a manner that will not disrupt the educational process, constitute a health or safety hazard, or violate district policy.

Items not allowed in the classroom include hats, jackets (coats), sunglasses, gloves, and electronic gaming and music devices. Clothing considered inappropriate include but is not limited to the following: clothing advertising/depicting tobacco, drugs, alcohol, inappropriate graphics or language, devil/gang symbols, clothing espousing violence in any form, or which appears less than decent, such as sagging pants/shorts, torn jeans, half shirts, or halter tops. No shirts that expose the midriff, stomach, or excessive back area, no mesh or see through shirts (unless a t-shirt is worn underneath), or spaghetti straps.

Any manner of appearance, which creates a classroom disturbance, is not allowed. Students may be required to change clothes or turn shirts inside out.

Since it is not possible to list all infractions of these rules, it will be the responsibility of the faculty and administrative discretion in determining the appropriateness of appearance and attire for the school setting. As used in this handbook, the words “clothing” and “clothes” include accessories such as rings, earrings, necklaces, purses and backpacks.

FIELD TRIPS

Field trips are taken periodically throughout the school year. Parents will be notified of field trip destinations. At registration, an annual field trip permission form will need to be signed by all parents. Students will not be allowed to attend field trips if the permission form is not signed. Students may not be allowed to attend field trips if current school fees are not paid. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. **Students may be prohibited from attending field trips for any of the following reasons:**

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

INVITATIONS AND GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

TREATS

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

LOCKER/DESK/SEARCH/SEIZURE

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

Students in grades 1-5 will be issued their own locker (in most cases) and assigned their own desk. Students are expected to keep their locker/desk in good condition. Intentional damage will be charged to the student. Pictures, stickers, or any adhesive will not be allowed in lockers as well as food or drink (other than those brought for lunch).

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

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

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

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

VALUABLES

Students are asked not to bring large sums of money or valuable items to school. If these items are brought to school, the school is not responsible for them or liable for their loss or damage. All items should be clearly marked with the student’s name.

WINTER RECESS

During winter months, students need to dress appropriately for outdoor recess. Each child needs a warm coat with a zipper that works, gloves, scarf, and hat that can cover the ears. When there is snow on the ground your child will also need boots (snow pants are recommended.) If your child needs to stay inside during recess due to recent illness, please send a note to the teacher. Should your child need to stay inside for more than three (3) consecutive days, a doctor’s note is requested. **Children will be going outside for recess if the**

temperature is 15 degrees or above (wind chill will be taken into consideration).

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege and not a right. Students are expected to adhere to the rules of conduct and general standards of sportsmanship. The failure to do so may result in the loss of participation and privileges and other disciplinary action. Parents and other spectators are also expected to adhere to the rules of conduct and sportsmanship. The failure to do so may result in removal from the activity, the loss of future attendance privileges and/or appropriate disciplinary or legal action.

EXTRACURRICULAR ATHLETICS ACTIVITIES CODE OF CONDUCT

Requirements for Participation in Extracurricular Athletic Activities

A student must have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity.

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."²
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.³
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy;⁴ and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

IHSA [or] IESA

Eligibility for most athletics is also governed by the rules of the Illinois High School Association [or] Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular Athletic Code. In the case of a conflict between IHSA [or] IESA and this Extracurricular Athletic Code, the most stringent rule will be enforced.

Absence from School on Day of Activity

A student who is absent from school after noon is ineligible for any sport or activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach: 1) for a pre-arranged medical absence; or 2) for a death in the student's family. A student who has one or more truancies or who has been suspended from school may be suspended from

participation in athletic activities by school officials.

A student who is absent from school on Friday before a Saturday event may be withheld from Saturday sports and activities at the sole discretion of the designated teacher, sponsor or coach.

Travel

All students must travel to sporting events and activities and return home from such events with the team on which the student participates by use of school approved means of transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the sport or activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Code of Conduct

This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. This Code of Conduct will be enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors for students in extracurricular athletic activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations and a student may be excluded from sports or activities while the school is conducting an investigation regarding that student's conduct. Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and district policies on student discipline;
2. Use a beverage containing alcohol (except for religious purposes);
3. Use tobacco in any form;
4. Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Vandalize or steal;
9. Haze or bully other students;
10. Violate the written rules for the activity or sport;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
13. Falsify any information contained on any permit or permission form required by the activity or sport.

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her

willingness to participate. *Bullying* is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.

Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 1. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all sports or activities for one of the time periods described below:
 - A specified period of time or percentage of events, competitions, or practices;
 - The remainder of the season or for the next season; or
 - The remainder of the student's school career.
 2. Sanctions for alcohol and other drug violations will be based on the following:

First violation

- Use, possession, buying, selling, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student successfully completes a school-approved chemical awareness program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

- Use, possession, buying, selling, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any activities, the student must successfully participate in and complete a school-

approved alcohol and other drug abuse assessment and follow all recommendations from that assessment.

- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

- Use, possession, buying, selling, bartering, or distributing: A suspension from extracurricular activities for the remainder of the student's school career.
 - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular activities during this period.
7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the building principal.

All students remain subject to the district's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

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

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

STUDENT CONDUCT & DISCIPLINE POLICIES

GOALS AND OBJECTIVES

The goals and objectives of this policy are to provide effective discipline practices that:

- ensure the safety and dignity of students and staff;
- maintain a positive, weapons-free, and drug-free learning environment;
- keep school property and the property of others secure;
- address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and
- teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

LOCATION OF PROHIBITED STUDENT CONDUCT

A student is subject to disciplinary action for engaging in prohibited student conduct, as described below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Collaboration with Law Enforcement

1. Annually train School Resource Officers on the District's discipline-related policies and procedures.
2. Review the District's reciprocal reporting agreement with local law enforcement agencies to determine if revisions are necessary.
3. Develop and enter into a memorandum of understanding (MOU) with local law enforcement agencies.

VIDEO & AUDIO MONITORING SYSTEMS

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

SCHOOL RULES

We are a **Leader in Me** school. Students are expected to adhere to the rules at George O. Barr School in order to maintain a safe environment conducive to learning. There are school wide rules and each classroom has their own set of rules as well. Students with disabilities will be disciplined in accordance with federal and State law.

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win-Win
5. Seek First to Understand, Then to be Understood
6. Synergize
7. Sharpen the Saw

All consequences are at the discretion of the transportation director, administration, and/or his/her designee.

PROHIBITED STUDENT CONDUCT

Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a

staff member; or (b) endanger the health or safety of students, staff, or school property.

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis.
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled

- substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
 11. Teen dating violence.
 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
 13. Entering school property or a school facility without proper authorization.
 14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
 15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
 16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
 17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
 19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
 21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-

related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

WEAPONS

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

GANG ACTIVITY

Students are prohibited from engaging in gang activity. A *gang* is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang; and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or

other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion not to exceed 2 calendar years

BULLYING

Definition of bullying:

- Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.
- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

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 a discipline issue.

How Bullying is Dealt With in the Silvis School District

Teachers

- Address bullying through their classroom rules and regulations
- Report incidents to the Counselor and or Principal

Counselor

- Conducts surveys at beginning of each year to determine issues and concerns
- Organizes activities during Red Ribbon Week to increase bullying awareness.
- Utilizes the Stand Up Curriculum

Principal

- Provides information to all students at the beginning of the year
- Explains how and when to report incidents of bullying
- Brings in assemblies to emphasize the impact of bullying
- Posts information on the website

SEXUAL HARASSMENT

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

- Denies or limits the provision of educational aid, benefits, services or treatment or that makes such conduct a condition of a student's academic status; or
- Has the purpose or effect of: substantially interfering with a student's educational environment; creating an intimidating, hostile or offensive educational environment; depriving a student of educational aid, benefits, services or treatment; or making submissions to or rejection of such unwelcome conduct the basis for academic decisions affecting a student

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person's alleged sexual activities. Students who believe they are victims of sexual harassment or have witnesses sexual harassment, are encouraged to report the matter to the student nondiscrimination coordinator, building principal, associate principal or a complaint manager. Students may choose to report to one of these persons who is of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined for making a complaint.

MISCONDUCT BY STUDENTS WITH DISABILITIES

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

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

REQUIRED NOTICES

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline.

Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

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

Minimum – 1 day OSS
Maximum – Recommended expulsion

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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
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. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that

DISCIPLINARY MEASURES

LEVEL 1 ACTS OF MISCONDUCT

General misconduct: (These offenses are handled at the classroom level, and discipline referrals may be issued by the teacher.)

Consequences:

Minimum – Student conference
Maximum – Lunch detentions and loss of recesses with a discipline referral for repeated infractions.

LEVEL 2 ACTS OF MISCONDUCT

Repeated general misconduct or conduct which is seriously disruptive and/or destructive to the educational process or school property. This includes engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. : (These offenses may be handled at the classroom level and will result in discipline referrals issued by the teacher.)

Consequences:

Minimum – Parent notification
Maximum – ISS/OSS depending on the nature of the violation

LEVEL 3 ACTS OF MISCONDUCT

Any criminal, illegal, or more serious acts as described below (including but not limited to violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing), when conducted on school property/at school sponsored activities or affecting school property, will carry consequences of a MINIMUM 1 DAY OSS TO A MAXIMUM RECOMMENDED EXPULSION.

Consequences:

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 and 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.

CORPORAL PUNISHMENT

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

USE OF ISOLATED TIME OUT AND PHYSICAL RESTRAINT

Isolated time out and physical restraint shall be used only as a means of maintaining discipline in schools, that is, as a means of maintaining a safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. The use of isolated time out and physical restraint by any staff member shall comply with the Illinois State Board of Education (ISBE) rules, Section 1.285, "Requirements for the Use of Isolated Time Out and Physical Restraint." Isolated time out and physical restraint are defined as follows:

Isolated time out - the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.

Physical restraint - holding a student or otherwise restricting his or her movements. Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily.

The following also apply:

1. The circumstances under which isolated time out or physical restraint will be applied are limited to maintaining a safe and orderly learning environment.
2. The ISBE rules are adopted as the District's written procedure to be followed by staff for the use of isolated time out or physical restraint.
3. Staff members shall inform the Building Principal whenever isolated time out or physical restraint is used and the Building Principal shall maintain the documentation.
4. The Building Principal shall investigate and evaluate any incident that results in a serious injury as reported by the affected student, parent/guardian, staff member, or other individual.
5. The Building Principal shall compile a description of alternative strategies that will be implemented when determined advisable.

6. The Superintendent or designee shall compile an annual review of the use of isolated time out or physical restraint. The Building Principal shall report the following information to the Superintendent in order to facilitate the report's compilation:
 - a. The number of incidents involving the use of these interventions;
 - b. The location and duration of each incident;
 - c. Identification of the staff members who were involved;
 - d. Any injuries or property damage that occurred; and
 - e. The timeliness of parental notification and administrative review.

SUSPENSION PROCEDURES

IN-SCHOOL SUSPENSION

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

OUT-OF-SCHOOL SUSPENSION

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and

- e. Depending upon the length of the out-of-school suspension, include the following applicable information:
- For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.
- 1) Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a) Include the time, date, and place for the hearing.
 - b) Briefly describe what will happen during the hearing.
 - c) Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d) List the student's prior suspension(s).
 - e) State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f) Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
 - 2) Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, 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. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
 - 3) During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. 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.
 - 4) If the Board acts to expel the student, its written expulsion decision shall:
 - a) Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b) Provide a rationale for the specific duration of the recommended expulsion.
 - c) Document how school official determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d) Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community,

EXPULSION PROCEDURES

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

or (2) substantially disrupt, impede, or interfere with the operation of the school.

- 5) Upon expulsion, the District may refer the student to appropriate and available support services.

RE-ENGAGEMENT OF RETURNING STUDENTS

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be initially referred to the building principal for review and investigation. The building principal shall then determine whether further review is warranted pursuant to the district's Uniform Grievance Procedure. Allegations that a student has been harassed by a staff member will be referred to the building principal, unless the allegations concern to the principal. In that case, such allegations will be referred to the Superintendent for investigation.

For a complete copy of the district's Sexual Harassment Policy, please contact the building principal.

SCHOOL STUDENT DRUG POLICY

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession, sale, purchase, being under the influence or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time, and/or anywhere that such conduct disrupts the educational environment. This policy extends to all school sponsored and related activities, extracurricular activities, as well as field trips and athletic and music trips, whether held before or after school, evenings or weekends. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

Information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the curriculum in compliance with the law. If a staff member finds a student illicitly using, possessing, selling, purchasing, being under the influence or distributing drugs or look-alike drugs in violation of this policy, the student shall be suspended for a period of up to ten (10) days for the first offense. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution. Repeat

offenders may be recommended to the School Board for expulsion.

If there is reason to believe that a student is under the influence of alcohol or is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his parents.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities.

Organizations sponsoring activities in the school's facilities or on school grounds, outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures for violations of this policy. Failure to do so could result in the cancellation of that organization's privilege to use District facilities.

TRANSPORTATION

Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year. The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Bus stops will be assigned at the beginning of the school year at student registration.

For questions regarding school transportation issues, contact: Jim Widdop @ 309-203-1300.

STUDENT BUS RIDER POLICIES

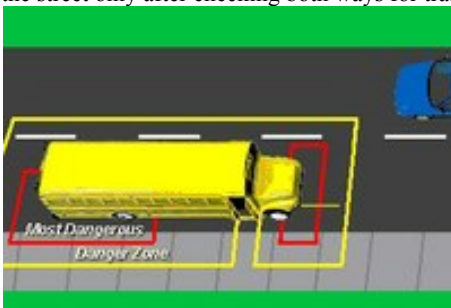
The following regulations and procedures have been set up to aid children who ride school buses. These regulations have been adopted to aid in safe transportation operations for the children of Silvis School District.

- A. Bus riders shall only ride the bus to which they have been assigned.
- B. The bus driver is the school authority while operating the bus, and his/her decision is final during this period. If you have questions, talk to the driver after arriving at school or go to the transportation coordinator's or Principal's office for help. Children will not be permitted to change buses unless it is an emergency and the transportation coordinator and/or principal gives permission for such a change.
- C. Bus riders may be permitted to ride another bus on a specific day providing a note is sent by the parents/guardians to the office giving the student parental permission to ride another bus. This permission shall be granted if an emergency exists and if there is space available.
- D. If a student who normally walks wishes to ride home on the bus with a student who normally rides the bus, written permission by both sets of parents (walker's parents and busser's parents) is required and should be given to the office. This will be allowed if there is room on that bus for an extra student.
- E. Riding the bus to and from school is a privilege provided for you by the taxpayers of the school district and the State Legislature.
- F. For safety purposes, teachers are required to have bus riders ride the bus unless a dated and signed note is received telling of any different arrangement (such as walking or being picked up).

SCHOOL BUS SAFETY RULES AND STUDENT CONDUCT

All students must follow the District's *School Bus Safety Rules*.

- A. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings, or aisles.
- B. Arrive on time (5 minutes early) at the bus stop, and stay away from the street while waiting for the bus.
- C. Stay away from the bus until it stops completely and the drive signals you to board. Enter in single file without pushing. Always use the handrail.
- D. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- E. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
- F. Do not move from one seat to another while on the bus.
- G. Keep all parts of the body and objects inside the bus.
- H. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
- I. Enter and exit the bus only when the bus is fully stopped.
- J. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- K. Never run back to the bus, even if you dropped or forgot something.
- L. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- M. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.



- N. Use emergency door only in an emergency.
- O. In the event of emergency, stay on the bus and await instructions from the bus driver.
- P. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Q. Keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits.
- R. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- S. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- T. Eating and drinking are not permitted on the bus.

- U. Parents will be liable for any defacing or damage students do to the bus.

BUS VIOLATION PROCEDURES

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

- ❖ 1st Offense – verbal warning to student with written report handed in to office and parent notification.
- ❖ 2nd Offense – parent notification
- ❖ 3rd Offense – parent notification and suspension of bus privileges for 1 day.
- ❖ 4th Offense – parent notification and suspension of bus privileges for 3 days
- ❖ 5th Offense – parent notification and suspension of bus privileges for 10 days. Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. 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. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

All consequences are at the discretion of the transportation director, administration, or his/her designee.

SCHOOL BUS SUSPENSIONS

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.
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 Superintendent or designee 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. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

ACADEMIC CREDIT FOR MISSED CLASSES DURING A BUS SUSPENSION

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.

ELECTRONIC RECORDING ON SCHOOL BUSES

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

GUIDANCE/HEALTH

GUIDANCE SERVICES

Silvis School District #34 employs an Elementary School Counselor and a School Social Worker to provide guidance services. If there are concerns you would like the counselor to help with, please call 792-0693.

HEALTH OFFICE

A Health Office and First Aid Station are maintained at school. Each child has a health record form kept from the time they enter school in kindergarten until the time they leave in eighth grade. No one will be permitted to remain in the Health Office without the classroom teacher's knowledge. Students must notify their supervising teacher. A student that is sick does not belong in the classroom but does not belong in the Health Room all day either. This will simply serve as a temporary stop between classroom and home.

SCHOOL NURSE

The school nurse's office will be open to all students for IN SCHOOL INJURIES OR ILLNESSES ONLY. You must have a hall pass and notify the office that you are going to see the nurse. The school nurse's office can be reached at 792-9663.

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

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

- A. Entering Kindergarten or the first grade;
- B. Entering the sixth and ninth grades; and
- C. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

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

schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

EYE EXAMINATION/VISION/HEARING

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

Vision and hearing evaluations are given to all grades in alternate years; the teachers may also refer students for vision/hearing during the school year. Parents/guardians are encouraged to have their children undergo a dental and vision examination whenever health examinations are required. If the District administers vision screenings, the District will comply with the notice requirements, if any, and all other applicable provisions required by the Department of Public Health.

DENTAL EXAMINATION

All children in kindergarten, second grade and sixth grade must submit proof to the School District that they have received a dental examination by a licensed dentist. If a child in the second or sixth grade fails to present proof of a dental exam by May 15th of the current school year, the District may hold the child's report card until the child presents proof of the dental exam or proof that the dental exam will take place within 60 days after May 15th.

EXEMPTIONS

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objections;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination or immunization requirements 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
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

ADMINISTRATION OF MEDICINE AT SCHOOL

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

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication

Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

ASTHMA AND EPINEPHRINE SELF-ADMINISTRATION

A student may possess an epinephrine auto-injector (EpiPen) 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. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of medication by school personnel.

CARE OF STUDENTS WITH DIABETES

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (309) 792-0639.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

SILVIS SCHOOL DISTRICT 34 PROCEDURE FOR HEAD LICE

Purpose: To define the steps that will be taken by the staff of Silvis School District 34 in the event of a suspected case of head lice.

Rationale: The goal of Silvis School District 34 Health Services is to keep students in the classroom as long as medically safe. Head lice are not a risk for carrying communicable disease, are primarily spread through direct head to head contact, and only live 18-24 hours off a host.

The school will observe the following procedures regarding head lice:

1. Students suspected of having head lice will be sent to the health office for evaluation by the nurse or designee.
2. A thorough inspection for live lice and nits will be completed.
3. If live lice are noted, the school nurse may use manual methods of lice removal at his/her discretion. The parent/guardian will be notified and the student will be sent home immediately. If nits are noted, the student will be sent back to class. A letter will be sent home that day informing the parent/guardian that the evidence of lice was found.
4. The parent/guardian will be provided with information on the biology of head lice.
5. The parent/guardian will be instructed to inspect other household members for live lice.
6. The parent/guardian will be instructed in methods for elimination of infestation focusing on inspection for live (crawling) lice and manual removal (combing.)
7. The parent/guardian will be instructed to continue daily inspection and combing until no live lice are discovered (approximately 1 1/2-2 weeks).
8. The parent/guardian will be instructed on proper treatment of the home i.e. laundry pillowcases, pajamas and towels in hot water.
9. The parent/guardian will be instructed in use of pediculicides.
10. Students sent home due to live lice will be re-inspected for live lice by the school nurse or designee upon their return to school.

Students will not be excluded from school due to the presence of nits. Booster parents will check every student the first day of school, after every quarter break, and at the discretion of the nurse.

References:

Center for Disease Control and Prevention:

<http://www.healthinschools.org/headlice.asp>

National Association of School Nurses:

<https://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/smld/824/ArticleID/40/Default.aspx>

American Academy of Pediatrics: <http://www.aap.org/en-us/about-the-aap/aap-press-room/Pages/AAP-Offers-Updated-Guidance-on-Treating-Head-Lice.aspx>

COMMUNICABLE DISEASES

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

- a. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- b. In certain cases, students with a communicable disease may be excluded from school or sent home following notification of the parent/guardian.
- c. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the

communicable disease.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

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

SPECIAL EDUCATION SERVICES

EDUCATION OF CHILDREN WITH DISABILITIES

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

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

CONTINUUM OF SERVICES

Silvis District 34, in cooperation with Black Hawk Special Education District, provides a continuum of services for children ages 0 to 21 years old. These mandatory programs provide screening for learning or behavior problems, diagnostic assessments, and instructional services for the child and parent support services.

Instructional services include:

- Special Education Preschool (half-day sessions) for children ages 3-5
- Resource rooms for students (K-8) needing less than 50% special class instruction
- Instructional rooms for students (K-8) needing more than 50% special class instruction
- Speech and language clinician to provide individual or group therapy
- Itinerant teachers to serve the visually and hearing impaired.

Children needing a special school placement may attend the Black Hawk Area Education Center or may be placed in another appropriate public or private educational setting.

As of March 1, 2006, Illinois schools are required to report information on the level of functioning at the time of entry of all pre-school children receiving special education services to the Illinois State Board of Education. The program is called Children Outcomes Process and is a joint effort by the child's teacher, parents, support staff, and other service providers. Information will be gathered and reported again at the time when the child exits the preschool program as fulfillment of a federal requirement to monitor the progress of preschool special education students. For additional information contact the junior high principal at (309) 203-1300.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, activities, and meetings on an equal basis with those without disabilities. Where, however, the provision of substantially equal accessibility or participation is not or would result in an undue burden, the District will attempt to provide alternative methods of participation or accessibility.

The District will provide auxiliary aids and services where needed unless taking such steps would fundamentally alter the function, program or meeting or would result in an undue burden.

New construction and alterations to existing facilities will be accessible. The District will remove architectural barriers and structural communication barriers in existing facilities where such removal does not constitute an undue burden. The District will provide alternative methods for participation or accessibility where it is an undue burden to remove architectural barriers or structural communication barriers.

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

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 or child. For further information, please contact the school principal.

HOME AND HOSPITAL INSTRUCTION

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

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 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: your child's principal.

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

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

disobedience or misconduct is a manifestation of his or her disability.

PHYSICAL EDUCATION EXEMPTION

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

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

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

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION

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

If you have any questions about special services provided by the Silvis School District, please contact the district special education coordinator at the Silvis Junior High School office, (309) 203-1300.

All programs and services of Black Hawk Area Special Education District SEJA #865 and Silvis School District #34 are open to all regardless of race, sex, national origin, or handicapping condition.

GIFTED EDUCATION

If you feel your child is gifted and has not been identified by the district, please contact the building principal. Gifted education is provided to students in grades 3-8. Silvis School District #34 utilizes two separate processes in identifying gifted (A.C.E.) children: screening and selection. A variety of criteria will be used including both objective measures and professional judgment. No single criteria may exclude a child at the initial screening stage. Selection is completed at the end of second grade and fifth grade or if the child enters the school district after second grade, selection would occur at the end of their present school year.

NOTICES/POLICIES

TEACHER QUALITY

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

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

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

INSTRUCTIONAL MATERIALS

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

SEX EDUCATION INSTRUCTION

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

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

NOTICE TO PARENTS 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 through 12, the prevention of AIDS.

Request to Examine Instructional Material

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 within 5 days.

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

Class Attendance Waiver

Request 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 within 5 school days.

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

Comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS.

Family life instruction, including in grades 6-12, 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

Student (please print)

Parent/Guardian (please print)

Parent/Guardian Signature Date

KINDERGARTEN HALF/FULL DAY

The Board of Education approved the implementation of a full-day kindergarten program for all students beginning in the 2011-12 school year. This action means that the District will offer full-day kindergarten for all students at George O. Barr Elementary School. The approved program does not incorporate tuition, will maintain the current staffing level of kindergarten teachers, and will allow parents to pick up their child mid-day, 12:00pm, if they would prefer their child only attend half-day.

PROMOTION AND RETENTION POLICY

We, at George O. Barr School, feel that in order for a student to be successful academically it is necessary to attend school; do assignments; possess organization skills, test-taking skills, and study skills; have a positive self-image; exert effort; and be nutritionally ready. With the above criteria, a student will be prepared in a positive manner for the day-to-day challenges he/she may face in the real world.

ACADEMIC PROMOTION

Students at George O. Barr School will be promoted to the next higher-grade level if they meet the following criteria:

Kindergarten

Student must complete satisfactory performance in at least 60% of the assessed categories in the areas of:

Academic Growth and Skills Checklist

1st and 2nd grade

Student must complete satisfactory performance in at least 60% of the total assessed categories in the areas of:

Reading, Written expression, and
Mathematics

3rd, 4th, and 5th grade

Student must complete an average of at least 60% in the area of:

* Language Arts - including reading, phonics, spelling, and language

AND/OR

* An average of at least 60% in the area of
Mathematics

We acknowledge that attendance and good study habits affect academic performance. **Because of that the following may be considered for promotion:**

- * Less than 18 total absences for the school year.
- * 60% of the required assignments completed and handed in.

If the aforementioned criteria are not met the following interventions may be implemented:

- * Modifications to curriculum and environment
- * Conference between parent, student, and teacher
- * Mentoring (e.g., school, social worker, community volunteers)
- * Tutoring during the school day
- * Referral to TEAM and RtI Problem Solving Team
- * Title I Reading (provided programmatic criteria are met)
- * Referral to Prevention Specialist's Dept. (ROE)
- * 90 hours of summer school Retention

The decision for promotion/retention rests with the building principal. Interventions will be in place if a student is at risk of not being promoted.

The Board of Education delegates to the Superintendent, or designee, the final authority to determine if students are qualified for promotion to the next higher grade level. If a student's parents do not agree with the school administration's determination regarding the student's qualification for promotion, they may request a meeting with the building principal. If the parents or guardians still are not satisfied after meeting with the principal, they may put their concerns in writing to the Superintendent, who will respond in writing.

Decisions regarding the progress and the retention of students who are eligible for special education shall be based upon the criteria set forth in the student's individualized education plan.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 3 through 5 will take standardized tests in the Spring. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

TERMS AND CONDITIONS FOR USE OF INTERNET

Silvis School District #34 is hooked up to the Internet. Use of the Internet is a privilege, not a right. Access to the Internet must be for educational or research purposes and must

be consistent with the objectives of the District. Students are required to sign an “acceptable use” policy agreement prior to using the Internet. Violation of this policy could result in the loss of Internet privileges and/or discipline up to and including suspension and recommendation for expulsion. Students have no expectation of privacy in electronic communication and downloaded materials. Such material may be monitored and read by school officials.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

NON-SCHOOL SPONSORED PUBLICATIONS/WEBSITES

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, 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, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; 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.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL PUBLICATIONS

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

- 5 The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
- 6 The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
- 7 The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
- 8 Distribution must be done in an orderly and peaceful manner,

and may not be coercive.

- 9 The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
- 10 Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students’ maturity level, 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 Student Handbook,
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.
- 11 A student may use the School District’s Uniform Grievance Procedure to resolve a complaint.
- 12 Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

STUDENT RECORDS

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

TYPES OF INFORMATION IN STUDENT RECORDS

The confidentiality of student records is governed by FERPA, as well as the ISSRA.

Student Permanent Record – Basic identifying information (student and parent names, addresses, birth date and place, and gender) grades, grade level, attendance record, health record, honors, and information about school sponsored activities.

Student Temporary Record – Family background information, achievement and ability test scores, psychological evaluations, disciplinary information, special education information, and information regarding serious disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment or sanction

Under the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act parents have the right to inspect and review their child’s educational records. Parents also have the right to request amendments to those records if they believe them to be inaccurate, misleading or otherwise in violation of their child’s privacy rights. Under

the Illinois School Student Records Act, parents may request a hearing to challenge the accuracy, relevance or propriety of any entry in the school student records except academic grades or references to expulsions and out of school suspension. Parents may also insert in their child's student records a statement of reasonable length setting forth their position on any disputed information contained in the record. Parents also have the right to consent to the disclosure of personally identifiable information from their child's student education records except as specified by law.

Personally identifiable information from those records (other than directory information) may not be released to anyone without the written consent of the child's parent, except as expressly provided under FERPA or the Illinois School Student Records Act. Among these exceptions, the school has the right to grant access to or release information from student records without parental consent or notification to any employee or official of the district or state board of education provided such person has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest. Those who constitute a school official with a legitimate educational interest includes, but is not limited to, individuals with current or potential educational interest necessary to fulfill his or her professional responsibilities. The parent may request a copy of the released information or any information proposed to be destroyed or deleted. The school also has the right to grant access or release information to the officials of another school district in which a student seeks to enroll upon request, and after prior written parental notification.

For purposes of this section, "parent" refers to the natural parent or other person who has the primary responsibility for the care and upbringing of the student. Non-custodial parents have a right to access student records in the absence of a court order to the contrary. The Illinois School Code at 5/10-21.8 provides a thorough listing of the types of records non-custodial parents may access.

Destruction Schedule: Permanent student records will be maintained for at least 60 years. Temporary student records, including disciplinary information (if any), will be maintained for at least five years after the student has transferred, graduated, or otherwise withdrawn from the school.

STUDENT RECORD CHALLENGE

The parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of the records, except no challenge may be made to grades or references to expulsions or to references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school records are being forwarded to another school which the student is transferring.

Parents should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. Parents/guardians have the right to request a hearing at which each party has a right to: the right to present evidence and to call witnesses, the right to cross-examine witnesses, the right to counsel, the right to a written statement of any decision and the reasons therefore, and the right to appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board. That decision may be appealed to Circuit Court. Parent(s)/guardian(s) may insert a written statement of

reasonable length describing their position on disputed information. The school will include a copy of the statement in the student record and any release of the information in dispute.

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.¹

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the

official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

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

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

6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

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

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

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

STUDENT BIOMETRIC INFORMATION

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

DISASTER PREPAREDNESS

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 official during emergency drills. There will be a minimum number of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the discretion of the administration. Drills will not be preceded by a warning to the students.

ASBESTOS CONTAINING BUILDING MATERIALS MANAGEMENT PLAN

This is to notify you that Silvis School District #34 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHEERA, 40CFR 763) for the Silvis School facilities. Copies of the Management Plans are available in the Administrative Office of the School District. These plans are available for your inspection during normal business hours, which are Monday through Friday, 8:00 AM to 4:00 PM, and during other times by special arrangements. We request that appointments be made with us to review the plans. To make arrangements please contact Jim Franks at (309) 792-2887 x8.

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parent/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Sandy Jones at 309-792-9325

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, sexual orientation, status as homeless or actual or potential marital or parental status including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except the District remains viewpoint neutral when granting access to school facilities under Board Policy #7:10, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

SEX EQUITY

No student shall, on the basis of 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 may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/2-3.8 of the School Code).

The Superintendent has designated the Elementary School Principal, and the Junior High Counselor, to implement the district's nondiscrimination policy. Every parent, student and employee has a right to initiate a grievance or complaint of illegal discrimination by contacting:

Ms. Jennifer Caldwell
1305 5th Avenue
Silvis, IL 61282
(309) 203-1300

NON-DISCRIMINATION POLICY

Silvis School District does not discriminate on the basis of disability in the provision of or access to any of its programs or services by students, parents or community members. If you require accommodation to attend or participate in any board meeting, parent-teacher meeting or other district activity or event, please contact the Elementary School Principal at 792-0639, or the Junior High School Principal at (309) 203-1300. If you feel that you have been discriminated against on the basis of disability in the district's provision of programs or services, you may file a grievance pursuant to the district's Uniform Grievance Procedure.

EQUAL OPPORTUNITY EMPLOYMENT

The district shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, gender, age, ancestry, marital status, sexual orientation, the fact of an arrest record, military status or unfavorable military discharge, citizenship status, use

of lawful products while not at work, physical or mental handicap or disability if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or Complaint Manager for the Uniform Grievance Policy.

The Superintendent has appointed the Superintendent, and the Junior High School Counselor, to implement the district's nondiscrimination policy. Every parent, student, and employee has a right to initiate a grievance or complaint of illegal discrimination by contacting:

Dr. Terri VandeWiele or Ms. Jennifer Caldwell
1305 5th Avenue
Silvis, IL 61282
(309) 792- 9325

TITLE IX

Title IX of the Education Amendments of 1972, affects all individuals in the Silvis Schools. The act states "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

Silvis Schools has set up Grievance Procedures to be followed so that an individual or individuals may file a complaint. The Grievance Procedure in Silvis School District #34 shall be as follows:

- A. A student or any employee shall present the complaint in writing to the coordinator of the district.
- B. The coordinator shall investigate the complaint and arrange a hearing within five (5) working days. The Superintendent of Rock Island County Educational Service Region may be the hearing officer. The Hearing Officer shall render an opinion to the complainant on their alleged complaint. A copy of the opinion shall be sent to the Superintendent of Schools, School District #34, Rock Island County, Illinois.
- C. If the grievance is not resolved in step 2, within 5 days after receiving the step 2 decision, the complainant may file a written statement of grievance with the Superintendent or Board of Education of District #34. The Superintendent or Board will then issue a final decision concerning the matter.
- D. Employees covered by an agreement containing a grievance procedure may elect to use that procedure if applicable in place of the above procedure. However the complainant must follow either procedure to conclusion, and the decision is final.
- E. Title IX provides legal remedies to persons who believe their rights have been violated. Individuals who do not believe the District has satisfactorily resolved their grievance may wish to obtain legal counsel.

The coordinator of Title IX for the Silvis Schools shall be the Principal and Business Office Manager, 1305 Fifth Avenue, Silvis, Illinois. That telephone number is 792-0639. Office hours are from 8:00 AM to 4:00 PM daily except Saturday, Sunday, legal holidays or vacation period.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey

or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

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

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

The school district will provide the student and his/her parent/guardian with notice and opportunity to opt a student out of:

- A. Any other protected information survey;
- B. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law;
- C. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

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

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

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

Parents/guardians and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

UNIFORM GRIEVANCE PROCEDURE

Students or their parent(s)/guardian(s), employees, or community members should notify the District's designated Complaint Managers if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by

the state or federal Constitution, state or federal statute, or Board policy including:

- A. Title II of the Americans with Disabilities Act;
- B. Title IX of the Educational Amendments of 1972;
- C. Section 504 of the Rehabilitation Act of 1973;
- D. Claims of sexual harassment under the Illinois Human Rights Act; and
- E. Title VII of the Civil Rights Act of 1964

The Complaint Manager will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

FILING A COMPLAINT

A person (hereafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with a designated Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to complete a Grievance Form regarding the nature of the complaint or require a meeting with the parent(s) or guardian(s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

INVESTIGATION

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education which shall render a decision in regard to the resolution of the complaint. The Superintendent will keep the Board informed of all complaints.

DECISION AND APPEAL

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

This uniform grievance procedure does not apply to grievances which may be brought under the procedures set forth by the collective bargaining agreement.

Every parent, student, and employee has a right to initiate a grievance or complaint of illegal discrimination by contacting:

JH Principal, Complaint Manager

Silvis School District 34
1305 5th Avenue,
Silvis, Illinois 61282
(309) 203-1300

MANDATED REPORTER

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

The responsibility for reporting child abuse or neglect rests with the individual identifying the suspected abuse or neglect. The individual making the report shall also notify the building principal or other appropriate administrator that such report is being made.

Any person who, in good faith, participates in making such reports or in any judicial proceeding resulting from such report will be immune from civil or criminal liability.

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.

CRIMINAL OFFENDER NOTIFICATION

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

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

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

UNSAFE SCHOOL – TRANSFER

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school sponsored event, the parent/guardian may request a transfer to another public school within the district.

DISCLAIMER

This handbook is intended to describe school policy, practices, rules and regulations and is a summary of board policies governing District #34. Board policies are available to the public at District #34 offices. This handbook may be amended during the year without notice.

Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

_____ Date _____
Student Signature

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

_____ Date _____
Parent/Guardian Signature

Acknowledgement of Receiving Student Behavior Policy and Student Conduct Code

Board policy 7:190, *Student Behavior* and the *Student Conduct Code* were developed to help all students receive quality instruction in a safe and positive educational environment. Board policy 7:190, *Student Behavior*, is contained in the *Student Conduct Code*.

Please review and discuss the Board policy on *Student Behavior* and the *Student Conduct Code* with your child, sign this sheet, and return it to your child's school. Should you have any questions, please contact your child's Building Principal.

You may access electronic copies of the Board policy on *Student Behavior* and the *Student Conduct Code* on the District website: <http://silvis34.net/>.

Failure to return this acknowledgement and pledge will not relieve a student or the parent/guardian from being responsible for knowing and complying with the rules contained within the Board policy on *Student Behavior* and the *Student Conduct Code*.

Acknowledgement

I acknowledge receiving the Board policy on *Student Behavior* and the *Student Conduct Code*, and I have reviewed them and understand the responsibilities contained in them.

Parent/Guardian: _____ Date: _____

I acknowledge receiving the Board policy on *Student Behavior* and the *Student Conduct Code*. I pledge to follow the *Student Behavior* policy and *Student Conduct Code* and to help maintain a safe and positive school environment.

Student: _____ Date: _____

Short Term Out-of-School Suspension (1-3 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

Student Incident Date

Student handbook rule(s) and/or Board policy violated: _____

Date and time of pre-suspension conference with student: _____

(If this conference was not held because the student’s conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension: _____

Date student is eligible to return to school: _____

Description of incident: *(List all pertinent information (date, time, location) regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

Rationale for the specific duration of the suspension:

It has been further determined that: *(At least one of the following must be completed.)*

I. Your child’s continued presence at school poses a threat to school safety. Due to the egregious nature of your child’s conduct (i.e., physical harm, violence, threat) and/or the history or record of your child’s past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following additional reasons: *(List explanation below.)*

II. Your child's continued presence at school poses a disruption to other students' learning opportunities. Due to the egregious nature of your child's conduct (i.e., physical harm, violence, threat) and/or the history or record of your child's past conduct school, officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, or more of the following: (*List explanation below.*)

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Upon returning to school, your child will be given an opportunity to make up work missed during the suspension for equivalent academic credit.

To discuss this matter, you may contact the Building Principal. Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board's behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to (*insert name and address of the Superintendent*).

Building Principal

Date

cc: School Board

Long Term Out-of-School Suspension (4-10 Days) Reporting Form

Dear Parent(s)/Guardian(s):

Illinois law requires a School District to provide the following information to a parent/guardian of a child who is suspended from school due to an act of gross disobedience or misconduct.

Student

Incident Date

Student handbook rule(s) and/or Board policy violated: _____

Date and time of pre-suspension conference with student: _____

(If this conference was not held because the student’s conduct posed an immediate danger to persons or property, list the date and time the pre-suspension conference will be conducted.)

Date(s) of suspension: _____

Date student is eligible to return to school: _____

Description of incident: *(List all pertinent information (date, time, location) regarding the specific act(s) of gross disobedience or misconduct resulting in the decision to suspend.)*

Rationale for the specific duration of the suspension:

It has been further determined that: *(At least one of the following must be completed.)*

III. Your child’s continued presence at school poses a threat to school safety of other students, staff, or members of the school community. Due to the egregious nature of your child’s conduct (i.e., physical harm, violence, threat) and/or the history or record of your child’s past conduct, school officials have determined that your child is likely to engage in similar conduct in the future. These determinations include, but are not limited to, one or more of the following additional reasons: *(List explanation below.)*

IV. Your child’s continued presence at school substantially disrupts, impedes, or interferes with the operation of the school. Due to the egregious nature of your child’s conduct (i.e., physical harm, violence, threat) and/or the history or record of your child’s past conduct school, officials have determined that (a) your child is likely to engage in similar conduct in the future, and/or (b) the presence of your child at school will foster a culture that his or her behavior(s) at school is/are acceptable or tolerated. These determinations include, but are not limited to, or more of the following: *(List explanation below.)*

The school is required to make all reasonable efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions. To this end, the following behavioral and disciplinary interventions have been exhausted *(List all behavioral and disciplinary interventions and resources previously utilized to address the student’s behavior or indicate if there are no appropriate and available interventions and resources. Examples of behavioral and disciplinary interventions include but are not limited to any previous correspondence with parents or guardians about the behavior; check-in/check-out, behavioral improvement plan, in-school suspension, out-of-school suspension and/or other interventions and resources.)*

During the period of suspension, your child may not be present at school, on grounds owned or controlled by the School District or at any School District activity. Failure to comply with this directive constitutes a trespass and will be dealt with accordingly.

Your child will be given an opportunity to complete missed assignments or work missed during the suspension for equivalent academic credit.

Students that are suspended out-of-school for longer than four (4) days must be provided with appropriate and available support services during the period of suspension. The following support services are available to your child: *(Note that this requirement only applies to students who are suspended out-of-school for 5 through 10 school days. List all support services or indicate if no support services are appropriate and available.)*

To discuss this matter, you may contact the Building Principal.

Alternatively, you have the right to have the suspension reviewed by the School Board or a hearing officer acting on the Board’s behalf. To schedule a Board hearing, please send a written request within ten (10) calendar days to *(insert name and address of the Superintendent)*.

Building Principal

Date

cc: School Board

Notice of Expulsion Hearing

Dear Parent(s)/Guardian(s):

Due to the act(s) of gross disobedience or misconduct described herein, a recommendation has been made to the School Board to expel your child from school. The School Code allows the School Board to expel a student for a definite time period not to exceed 2 calendar years, as determined on a case-by-case basis.

Student

Incident Date

Student handbook rule(s) and/or Board policy violated: _____

Length of the proposed expulsion: _____

Description of the incident and a justification for a recommendation of expulsion: This information is contained in the *Long Term Out-of-School Suspension (4-10 days) Reporting Form* attached to this letter. If there was no long term suspension, the specific acts of gross disobedience or misconduct resulting in recommendation to expel are described in the attached sheet.

The following additional efforts to resolve threats or disruptions and minimize the length of out-of-school suspensions were also provided: _____

Evidence will be presented and the Board will decide:

1. Whether removing your child from his or her learning environment is in the best interest of the school;
2. What the rationale is for the specific duration of the recommended expulsion;
3. Whether all appropriate and available behavioral and disciplinary interventions were exhausted; and
4. Whether your child's continuing presence in school would either: (a) pose a threat to the safety of other students, staff, or members of the school community, or (b) substantially disrupt, impede, or interfere with the operation of the school.

You are requested to appear at a hearing before the board of education or a hearing officer acting on the Board's behalf to determine if your child should be expelled from school.

Hearing Date

Time

Location

At the expulsion hearing, the Board or hearing officer will consider evidence concerning whether your child is guilty of gross disobedience or misconduct as charged and should be expelled from school. The hearing will be held in closed session. At this hearing you have each of the following rights:

1. To be present.
2. To be represented by counsel. You must inform the District if your child will be represented by an attorney and, if so, the attorney's name.
3. To offer evidence.
4. To present witnesses and cross-examine witnesses who testify.
5. To present other reasons why your child should not be expelled.

After presentation of evidence or receipt of the hearing officer's report, the Board will decide the issue of guilt and take such actions as it finds appropriate.

Superintendent

Date

cc: School Board

enclosure: Copy of *Long Term Out-of-School Suspension (4-10 Days) Reporting Form* or a list of the specific acts of gross disobedience or misconduct

Appendix E

Aggressive Behavior Reporting Letter and Form

Dear Parent(s)/Guardian(s):

Please be advised that your child engaged in behavior that, if repeated, may 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 date

Incident location

Incident time

Reported by

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.
- _____

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

Building Principal

Date