



**RANTOUL CITY SCHOOLS**  
BROADMEADOW-EASTLAWN-NORTHVIEW-PLEASANT ACRES-JW EATER  
400 EAST WABASH AVENUE, RANTOUL, IL 61866  
217.893.5400 - WWW.RCS137.ORG

# Student and Family Handbook 2022-2023

## Our Mission

Rantoul City Schools exists to build a stronger community by educating our students.

## Guiding Principles

To fulfill our mission, RCS will:

- Collaborate with the community, families, and other stakeholders.
- Encourage students who are critical thinkers, leaders, and global navigators, grounded in equity and cultural understanding,
- Provide a school environment where all learners feel free to embrace challenges and practice resilience,
- Ensure students' individual needs are met,
- Combat social and racial inequities, and
- Expect excellence from all learners and stakeholders both in the classroom and throughout our school community.

## Nuestra Misión

Las escuelas de la ciudad de Rantoul existen para construir una comunidad más fuerte al educar a nuestros estudiantes.

## Principios Rectores

- Para cumplir nuestra misión, RCS:
- Colaborará con la comunidad, familias y otras partes interesadas.
- Alentar a los estudiantes que son pensadores críticos, líderes y navegantes globales, basados en la equidad y comprensión cultural,
- Proporcionar un entorno escolar donde todos los estudiantes se sientan libres para aceptar los desafíos y practicar la resiliencia,
- Asegurar que se satisfagan las necesidades individuales de los estudiantes,
- Combatir las desigualdades sociales y raciales, y
- Esperar la excelencia de todos los alumnos y las partes interesadas tanto en el clase como en toda la comunidad escolar.



**NORTHVIEW**  
ELEMENTARY



**EASTLAWN**  
ELEMENTARY



**JW EATER**  
JUNIOR HIGH SCHOOL



**PLEASANT ACRES**  
ELEMENTARY



**BROADMEADOW**  
ELEMENTARY

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# Student Handbook Acknowledgement and Pledge

Name of Student: \_\_\_\_\_

## Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student and Family 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 and Family 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.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **Introduction**

Welcome to Rantoul City Schools! We encourage parents to access the RCS webpage at <http://www.rcs137.org/> for important information regarding the district. A staff directory, district calendar, school budget, RCS Board of Education agendas and minutes of meetings, etc. are among the items posted on the RCS Web Page. If you have any questions and/or concerns, please check with your child's teacher or school office directly.

This RCS Student and Family Handbook is designed to acquaint you with RCS and to provide some important information. You should read, understand, and be familiar with all provisions of the handbook. It describes many of the responsibilities of the parent/family and student and outlines the programs developed by the RCS to benefit students and families. No Student and Family Handbook can anticipate every circumstance or question about policy, procedure, or rules in the schools or district. RCS reserves the right to revise, supplement, rescind, or add policies, procedures, or rules as the District or any of its components deem necessary. Board Policies referenced throughout are subject to change by Board action or through action of State and/or Federal law. In some instances, the exact policy is included and in some instances the policy is referenced. One should not infer that the policies that are referenced but not included are of lesser importance. For the most up-to-date and accurate Board Policies, see the on-line Board Policy Manual ([https://www.boardpolicyonline.com/?b=rantoul\\_city\\_137&s=338320](https://www.boardpolicyonline.com/?b=rantoul_city_137&s=338320)).

This Family and Student Handbook does not equate to an irrevocable contractual commitment to the student and/or family, but only reflects the current status of the rules and policies.



## District Information

Broadmeadow School (BdM):  
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Deb Stevens, Assistant Principal  
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Pleasant Acres School (PA):  
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Eastlawn School (EL):  
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Melissa Wiegel Assistant Principal  
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Northview School (NV):  
Kelly Mahoney, Principal  
Jackie Huntley, Assistant Principal  
400 N. Sheldon, Rantoul, IL, 61866  
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PreK Information  
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Pleasant Acres Elementary  
1625 Short St., Rantoul, IL, 61866  
Phone: 217-893-5150

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JW Eater Junior High School (JWE):  
Heather Jacobs, Principal  
Beth Waldhauser, Assistant Principal  
DeAndre Henderson, Assistant Principal  
400 E. Wabash Ave., Rantoul, IL, 61866  
Phone: 217-893-5401

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# General School Information

## Arrival and Dismissal

	Drop Off Begins	Tardy Bell	Dismissal	Half Day Dismissal
PreK AM		8:00	10:30	
PreK PM		11:50	2:20	
K-5	8:05	8:10	2:45	11:15
6-8	8:30	8:40	3:20	11:45

Families should help their child(ren) plan their arrival at school on time in order to avoid any difficulty which may occur during the early morning unsupervised time. Since school personnel are preparing for the school day, they are not responsible for supervision of students prior to 8:05 for grades K-5 and 8:30 for grades 6-8.

Upon dismissal for the school day, students are expected to go directly home or to the place designated by their family. Since there is no supervision on the playground after school, school personnel are not responsible for students after dismissal time. Students who return to the school grounds after dismissal time do so at their own risk.

### **JWE After School**

All students who are not engaged in some supervised activity after regular dismissal are to leave the school grounds. Students attending school sponsored extracurricular activities are expected to abide by all school rules and are subject to supervision by all school staff. Students are sometimes required to stay after school to make up work, for extra help or for disciplinary reasons. Students may be admitted to athletic practice up to 30 minutes late when required to stay after school by a teacher. The parent or guardian is responsible for the student's transportation home.

### **Daily Transportation**

- Your choice indicated on the Transportation Form (completed in Skyward during registration) cannot change except in rare emergency situations, unless it is to another permanent change.
- If an emergency, you will immediately notify the school of any changes different from the choice marked on the Transportation Form and will do so before 1:30pm.
- It is the parent's responsibility to inform the student where s/he is to meet his/her parent after school. Parents may not wait for their student(s) inside the building.
- If you repeatedly contact the school about changes and or make changes repeatedly after 1:30 pm, there will be a meeting with the principal/assistant principal to review the dismissal procedures.
- It is not safe for your student or any of the other students if you change the dismissal process often or too late in the day. We are responsible for all children and repeated changes can be confusing to all—child, teacher, office. This is for the safety of all of our students to ensure they are dismissed in the manner you have requested.

### **Release Of Students During School Hours**

When it is necessary for a parent or other authorized adult to pick up a child during the school day, school authorities must receive written or verbal authorization from the parent or guardian.

- Come to the Office in person. The secretary will call for your child over the intercom system. Teachers are not to release a child without authorization from the Office. Parent(s), or authorized adult, must come into the Office to sign your child out of school so that our records remain up-to-date as to who is in the building. You must come into the building to pick up your child.
- Notify the Office in writing if someone other than a parent is to pick up your child. The authorized person must come into the Office and present proper photo identification before the child's teacher will be notified.
- If you are sending a cab for your child, inform the driver that he/she must come into the Office to pick up your child. The child must present the proper written authorization from a parent before a child will be released to a cab driver.
- If your student returns to school later in the day (or arrives late), parent(s) are asked to accompany him/her to the Office to "sign in" the student. The above procedures are in place to assure the safety of all students in our school.

### Address or Phone Number Changes

Parents must notify the School Office of any change of address as soon as it occurs and must supply proof of residency.

### **Emergency Contact Information**

If your phone number changes it is very important that you notify the school immediately of this change. You can also add your phone number through Family Access in Skyward. Besides reaching you for any possible emergency that could occur, we update your information in Skyward so that all personnel who work with your child have accurate information. Lastly, to receive Skylert calls, whether as a reminder of an event or information about an emergency, such as school closure, your phone number must be updated.

### **Address Change to Outside of RCS**

If an address change requires that the child withdraw from an RCS school, parents are asked to notify the office in advance of the date of withdrawal or anticipated transfer of their child(ren) from school. Teachers must be allowed time to average grades and complete records, and office personnel need time to make copies of the student's record. When students transfer to another school within RCS, they are to take all of their personal belongings, including any workbooks. Records will be transferred through the school mail to the new school. No new registration fee will be collected. If the registration fee was not paid at the initial entry to RCS, it will be collected prior to entry into the new school.

### **Attendance, Absence, and Tardy**

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:

- Referral to the Truancy Officer
- Appropriate School Discipline
- Reporting to officials under the Juvenile Court Act
- A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law

Illinois School law requires students to attend school and the school relies on the parents to have the child at school regularly and punctually, except in cases of illness or extreme emergency. If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

Board Policy 7:70

### **Absence from school will be excused for the following reasons**

- Personal illness, including mental health
- Medical or dental appointments
- Family illness
- Suspensions
- Approved school activities
- Funerals

Absences for any other reason will be excused only upon the approval of the principal. The school may require documentation explaining the reason for the student's absence.

### **General Attendance Information**

- A doctor's note is required for 3 or more consecutive days of absence to explain the student's absence. School officials may also require a physician's statement of illness after single days of absence if a student has established a questionable pattern of absences.
- Students who are tardy must report to the Office for a "tardy slip" in order to be admitted to class. This is necessary in order to adjust our attendance records. In accordance with our Discipline Policy, students who are repeatedly tardy will be monitored. The principal or his/her designee will make a determination how, or if, the situation requires communication of the situation with the parents/guardians.
- School administrators are required to report all trancies to the proper authorities. According to Illinois School Code, "truant" means a child who is subject to compulsory school attendance and who is absent for a school day or a portion thereof. "Unexcused" student absences will be investigated. Repeated absences of students who claim to be ill without evidence of any illness may prompt school officials to request a statement from a physician. In addition, repeated unexcused absences will be referred to the Attendance Improvement Program through the Regional Office of Education for further investigation and resolution.
- If your child will be absent, please call the School Attendance Hotline number listed on page 2, before 8:00 a.m. to report the reason that he/she will not be in school. If there is no communication by the parent to the school, the Skyward automated call system will be activated. If there is no communication to the school, the absence will be considered unexcused. In order to safeguard each child, when an absence occurs the State law requires a contact from the school with each child's family to determine why he/she is absent from school.
- There are two types of absences: excused and unexcused.
  - Excused absences include illness, observance of a religious holiday, death in the immediate family, family

emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS (gr 6-8 only), or other reason as approved by the principal.

- All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.
- Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.
- In cases of absences 3 days or more, parents may request homework to be gathered for their child before 10:00 a.m. only. The request will be forwarded to the teachers by the office staff. The homework will not be ready for pick up until 3:10 p.m. on the day it is requested.

### *What should I do if I need to contact my child during the school day?*

Emergency messages will be delivered immediately. Messages from anyone except your immediate family will not be accepted. Students are never called out of class for personal telephone calls. Flowers, gifts and congratulatory messages, if delivered to the school, will remain in the school Office until the end of the day. The student will be notified and may pick them up when he/she leaves school.

### *What should I do if my student is late to school?*

- PreK-5. The student must stop at the Office and get a pass to class. If the school has not received a phone call or explanation note, the student's status will be unexcused.
- JWE. If your student arrives at school after the 8:40 bell, please stop at the attendance center. The student will sign-in, indicate hot or cold lunch, and receive a tardy slip. If the student does not have a written excuse from the parent (or phone call), upon entering, the students must do so by the next day. If not, the students will be marked Unexcused and those consequences listed in this handbook will be followed,

### *What should I do if my student is going to be absent from school in the future?*

For longer absences, teachers will not be required to prepare assignments in advance for students. The work is to be made up after the student returns to school, allowing one-for-one school days after the student's absence before it will be due. This may change if enough advance notice is given and decided upon by administration / teacher agreement to prepare work in advance. If proper notice is not given, the absence may be unexcused depending on the reason.

## **JWE Information**

### **Athletics and Extracurricular Activities**

- Athletics\* include Baseball (Boys), Basketball (Boys and Girls), Cross Country (Boys and Girls), Volleyball (Girls), Track (Boys and Girls), Cheerleading, Softball (Girls)
- Extracurricular Activities include After Hours (Study Activity), \*Literary/Speech \*Scholastic Bowl, Theater/Play, National Jr. Honor Society, Student Council, Various Clubs

Students in IESA Athletics and Activities (marked by an \*) are required to have an Extracurricular Activities Code of Conduct Contract (Appendix A) on file with the Athletic Director. In addition, all students who wish to try out for a team must have a sports physical on file with the school nurse. The physical must be less than 395 days old. Also, any student on an athletic team must turn in a signed Concussion Information Sheet (Appendix B).

Students in grades 7 and 8 are eligible for all of the above activities. Students in grade 6 will be eligible for some of the activities. We encourage students to become involved in school activities. We have found that such involvement is not only enjoyable, but also fosters self-discipline, co-operation, leadership and positive self-esteem as well as a feeling of accomplishment.

### *Activity Awards*

Special awards or award pins may be earned by being a member of some of the various activities offered at JWE. Each sponsor/coach has established criteria for the organization. If the criteria are successfully met, a student will receive the appropriate award.

### *Band, Jazz Band, and Chorus*

These activities are Co-Curricular activities, which means that in addition to work done in class there is also an expectation of activities that will take place outside of the school day that will complement what is being taught during the school day.

### *Eligibility for Athletics and IESA Activities*

To be eligible for extracurricular/athletic activities a student must be doing passing work (60% average) in each subject. This is to be checked each Friday at the end of the school day to determine eligibility for Monday through Saturday of the next week

### *Pre-Participation Requirements for Athletics*

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before practice or participation in any athletic activity:

- A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
- A signed Extracurricular Activities Code of Conduct Contract (Appendix A).
- The student must present A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. participation. The preferred certificate of physical fitness is the Illinois Elementary School Association's (IESA) "Pre-Participation Physical Examination Form.
- Proof the student is covered by medical insurance.
- Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries (Concussion Information Sheet: Appendix B).
- The student must meet the academic criteria set forth in the School Board policy on school sponsored extracurricular activities.
- The student and parental guardian must sign the extracurricular code of conduct adopted by J. W. Eater Junior High

### *Student Council*

A student is eligible for Student Council membership by maintaining a 60% average in all of their classes. Candidates for officer positions will be expected to meet acceptable standards in the academic and citizenship areas. Faculty members will evaluate individual candidates to determine criteria being met prior to the election date.

### **Locker Policy**

All students are issued a hallway locker, and some students will be issued a locker for band and/or PE. Students are to take only what they need for classes into the classroom. Book bags, backpacks, fanny packs and purses large enough to hold textbooks are to be placed in lockers at the appropriate time and remain until leaving school. They are not to be in the classrooms. If it is necessary to bring money to school, it may be placed in the office vault during the day. Do not leave money or valuables unattended.

1. Every student is responsible for the contents of his or her own locker and may not permit any other student to use the locker. Anything found in the locker will be the responsibility of the student to whom the locker is assigned. We suggest lockers be kept locked at all times. JW Eater Junior High School assumes NO responsibility for items missing from a student's locker.
2. Only the following items may be kept in the locker:
  - a. clothing necessary for the student for the day and necessary gym clothes. The locker is not a substitute for the student's home clothes closet
  - b. certain necessary hygiene items
  - c. school-related books and supplies
  - d. personal technology devices
3. No tape or stickers may be applied to the locker surface. Magnets may be used to hold up your pictures.
4. Under no circumstances shall any item, possession of which is illegal in this state, be kept in the student's locker.
5. No lock other than a school-supplied lock may be used unless approved by the Principal. Locks may only be rented from the school. If a lock is misplaced or lost, the student will be assessed \$5.50 to pay for the lock.
6. Lockers are subject to random search at any time and individual lockers may be searched for any suspicious circumstance. The school does not recognize any right of privacy that a student may wish to claim with regard to the locker.
7. Violation of this policy may result in loss of the property in question, detention, suspension, expulsion or other school-imposed penalty. Furthermore, the school will turn over to police any evidence of criminal activity.

### **ID Cards**

All JWE students are issued a Student ID Card. This card is required at lunch and to enter extracurricular activities, this includes, but is not limited to: athletic events, dances, celebrations, etc. If a student needs a replacement ID, they can purchase another one from the Attendance Office. The cost is \$5.

### **Innovation Center**

- The Innovation Center is open from 8:40 a.m. to 3:20 p.m. Books can be checked out for 7 days. The maximum checkout for books is 2. Books may be renewed twice. Students must have their books with them for renewal.
- Overdue fines are 5¢ per day, with a seven-day grace period. Books returned during the grace period have no fines. Absent students are NOT exempt from fines.

- Students must pay for damaged or lost books. Students are encouraged to pay for lost books promptly to clear their record.
- Money will be refunded if the book is later found.
- Students with uncleared fines may lose Innovation Center privileges.

### **Tardiness to Class**

Students are expected to be in class, with materials, on-time, and ready to learn when the bell rings. Tardiness to class is handled individually by each grade level team. Grade level expectations are supported by the administration as needed.

#### *What should I do if my student is tardy to class?*

Students are given 3 minutes between classes. Students need to plan ahead to make sure they have the necessary books and supplies. If a stop at the restroom is necessary, it is recommended the student go to their next class and receive a pass to use the restroom. If you are late to class because another teacher detained you, you should have a pass from that teacher. An unexcused tardy will be registered by the teacher and the restrictions given in this handbook for unexcused tardiness to class will be given.

### **One-to-one Technology**

RCS may provide and assign students a computing device for use at school as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about district expectations for students who are being issued these one-to-one (1:1) computing devices. In addition to this policy, the use of any district-provided technology or network also requires students to abide by the RCS Acceptable Use Guidelines as stated in the Student Code of Conduct. Additional rules may be added as necessary and will become a part of this policy.

Our expectation and belief is that students will responsibly use district technology and that they understand the appropriate and acceptable use of both the technology and district network resources. We also expect that students will make a good faith effort to keep their district-issued devices safe, secure and in good working order. Our policies and procedures include the following specific responsibilities and restrictions. The student will:

1. Adhere to these guidelines each time the device is used.
2. Use responsible, ethical, and polite language in all communications avoiding profanity, obscenity and offensive or inflammatory speech.
3. Report all cyber bullying, including personal attacks or threats toward anyone made while using either district owned or personally owned technology, to responsible school personnel.
4. Respect the Internet filtering and security measures included on the laptop. Note: All student 1:1 computing devices are configured so that Internet content is filtered at school.
5. Back up important data files regularly. Note: RCS may need to restore a 1:1 device to factory settings. Students will be notified of this maintenance in advance. All student files not backed up to server storage space or other storage media may be lost during the restoring process. Students should ask for assistance if they do not know how to backup files.
6. Use technology for school-related purposes only during the instructional day while refraining from use related to commercial or political purposes.
7. Follow copyright laws and fair use guidelines and only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.
8. Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using district technology. Note: Files stored and information accessed, downloaded or transferred on district-owned technology are not private insofar as they may be viewed, monitored or archived by the district at any time.

The student will not:

1. Mark, deface, or place stickers on the laptop and/or cases without prior approval from responsible school personnel.
2. Reveal or post identifying personal information, files or communications to unknown persons through email or other means through the Internet.
3. Attempt to override, bypass or otherwise change the Internet filtering software, device settings, or network configurations.
4. Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.
5. Share passwords or attempt to discover passwords. Note: Sharing a password is not permitted and could make you subject to disciplinary action and liable for the actions of others if problems arise with unauthorized use.
6. Download and/or install any programs, files, or games from the Internet or other sources onto any district- owned technology. Note: This includes the intentional introduction of computer viruses and other malicious software.
7. Tamper with computer hardware or software, attempt unauthorized entry into computers, and/or vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software may result in criminal charges.
8. Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. Note: This includes but is not limited to images, sounds, music, video, language, and other material that are pornographic, obscene, graphically violent, or vulgar. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school library/innovation center. It is the responsibility of the student to verify the appropriateness of material with responsible school personnel prior to locating, viewing, sharing, or storing questionable material.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided 1:1 technology. In order to keep the devices secure and damage free, please follow these additional guidelines:

- Do not loan your 1:1 device or charger and cords.
- Do not leave the 1:1 device unattended at any time.
- Do not eat or drink while using the 1:1 device or have food or drinks in close proximity.
- Keep your 1:1 device away from precarious locations like table edges, floors, or seats.
- Do not stack objects on top of your 1:1 device, leave it outside, or use near water.

Despite these safeguards, we understand there is always a risk that a district-provided 1:1 device may be damaged, lost or stolen. If a parent/guardian would like to purchase private insurance, they may. Also, a parent/guardian may choose to purchase a more protective case for the device than the standard case issued by the school district.

RCS is not responsible for any loss resulting from use of district-issued technology and makes no guarantees that the technology or the district network systems that support student use will be available at all times. By signing this policy you agree to abide by the conditions listed above and assume responsibility for the care and proper use of RCS district- issued device, and you understand that failure to honor the terms of this Policy, access to 1:1 device, the Internet, and technology may result in damage reimbursement fines and disciplinary actions per the Student Code of Conduct.

### **Family/Teacher Communication and Meetings**

The teachers normally remain in the building until 3:30 (Eater)/3:14 (PreK-5th) each afternoon. They are always willing to answer your questions and to work with you in a positive manner for the welfare of your student. In order that the teachers may avoid conflicts in their daily schedules, we ask that you allow some advance notice in your conference request. Many of our teachers are involved with coaching or supervising after school activities or attending professional development, IEP meetings, or other meetings. Each teacher has a daily planning time that can also be used for conferences. You may request a conference either by a note/email to the teacher or a phone call to the school. Parent/Teacher Conferences are held twice a year.

The district prohibits secretive recordings where persons involved do not consent to the recording and it is not otherwise obvious that recording equipment is present or being used, unless the superintendent or designee determines in rare circumstances that such recordings are necessary for educational or security reasons. The district prohibits the simultaneous electronic transmission of any conversation by any person to a third party without the consent of all involved in the conversation, even if the conversation is not recorded.

### **Promotion/Retention**

The Principal makes the final decision regarding a student's retention or promotion with input from the classroom teacher, parent/guardian, other school personnel directly working with the student, and the retention committee. Retention and promotion decisions are based on quantitative measures (e.g., maturity level, ability, level of academic achievement, supplemented by a qualitative assessment of the student's motivation, self-image, and social adjustment. Students shall not be promoted for purely social reasons. The school will ensure placement, promotion, or retention decisions are based on the student's best interests after a careful evaluation of the advantages and disadvantages of alternatives. A placement test may be required upon re-entry to a public school at the discretion of the district to help determine promotion status.

### **Evaluating and Reporting Student Achievement**

Teacher	<p>Informs students about the grading system at the beginning of each school year or term, whichever is applicable. Explains that grades: (1) assess progress toward education goals and assist in the improvement of that progress, (2) will be given by the teacher, using his or her professional judgment, in an impartial and consistent manner, and (3) will reflect excessive absences.</p> <p>Assesses student achievement as demonstrated through such performance indicators as the following (these are not listed in order of importance and are not exclusive):</p> <ol style="list-style-type: none"> <li>1. Preparation of assignments, including completeness, accuracy, legibility, and promptness.</li> <li>2. Contribution to classroom discussions.</li> <li>3. Demonstrated understanding of both academic and social emotional concepts.</li> <li>4. Application of academic and social emotional skills and knowledge to new situations.</li> <li>5. Organization, presentation, and content of written and oral reports.</li> <li>6. Originality and reasoning ability when working through problems.</li> <li>7. Accomplishment in class presentations and projects.</li> <li>8. Performance on tests, quizzes, and final examinations.</li> </ol> <p>Assigns grades for academic improvement and achievement using standardized criterion-referenced test scores, letter grades, and/or other assigned numerical criteria. Documents achievement and assessment of SEL skills</p> <p>A grade of <i>incomplete</i> should be assigned when a student experiences an excused, extended absence at the end of the term or during final examinations; an incomplete grade, if not satisfied within two weeks, will be changed to a failure.</p> <p>Whenever it becomes evident that a student is in danger of failing, arranges a special conference with the parent(s)/guardian(s) or sends the parent(s)/guardian(s) a written report.</p>
Building	Supervises implementation of this administrative procedure.

Principal or designee	<p>Ensures that parents/guardians are informed of their child’s progress at regular intervals, but at least three times a year. and whenever the student’s performance requires special attention.  Divorced or separated parents will both be informed unless a court order requires otherwise.  All grades and symbols must be appropriately explained.</p> <p>Establishes an appropriate means of communication whenever he or she becomes aware that a parent/guardian is unable to understand written communications from the school or oral communications made during conferences related to his/her child’s progress or school activities.  Develops a timetable for deficiency reports.  Supervises the various methods for communicating with parents/guardians including:</p> <ol style="list-style-type: none"> <li>1. Parent-teacher conferences, conducted on a regular basis. They may be scheduled on different days and at different times to accommodate the various grade levels and buildings.</li> <li>2. Open houses, parent involvement evenings, and other school events.</li> <li>3. Interim reports, through which teachers contact parents/guardians whenever teachers believe additional information should be shared. Teachers shall try to be available to meet with parents/guardians at a mutually agreed upon time.</li> </ol>
Building Principal or designee	<p>Makes the final decision regarding a student’s retention or promotion with input from the classroom teacher, parent/guardian, and other school personnel as appropriate.  Retention and promotion decisions are based on quantitative measures (e.g., maturity level, ability, level of academic achievement, and attendance), supplemented by a qualitative assessment of the student’s motivation, self-image, and social adjustment. Per state policy, students shall not be promoted for purely social reasons.  Ensures placement, promotion, or retention decisions are based on the student’s best interests after a careful evaluation of the advantages and disadvantages of alternatives.  For each student who does not qualify for promotion to the next higher grade, determines appropriate remedial assistance, that may include, without limitation, a summer bridge program of no less than 90 hours, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade. 105 ILCS 5/10-20.9a(b)</p>
Parents/ Guardians	<p>Attend parent-teacher conferences.  Provide a study-conducive atmosphere and supervise their child’s completion of course work.  Sign or otherwise acknowledge receipt of their child’s report cards and other assessment notices and provide appropriate feedback to their child.  Whenever a question or concern arises, leave a message at the school for the appropriate teacher or other school staff member.  In order to object to a grade or retention/promotion decision, first confer with the appropriate teacher and, if still not satisfied, contact the Building Principal.</p>
Building Principal or designee	<p>Confers with any parent/guardian and/or student who objects to a grade or to a retention/promotion decision.  Makes final recommendation of retention to the Retention Committee.  Discusses with the teacher the reason(s) why an objection was made to a grade or to a retention/promotion decision and requests the teacher’s perspective.  Determines whether to change the grade or retention/promotion decision based on the existence of any of reasons authorized in policy 6:280, <i>Grading and Promotion</i>, i.e.:</p> <ul style="list-style-type: none"> <li>● A miscalculation of test scores;</li> <li>● A technical error in assigning a particular grade or score;</li> <li>● The teacher agrees to allow the student to do extra work that may impact the grade;</li> <li>● An inappropriate grading system used to determine the grade; or</li> <li>● An inappropriate grade based on an appropriate grading system.</li> </ul> <p>Decides whether to change the grade or retention/promotion decision and, if so, notifies the teacher of the nature and reason for the change and signs the changed record.</p>

## Report Cards

Parents/Guardians have access to student grades through Skyward and a printed copy will be mailed home with students at the end of each grading term. A student enrolled in RCS 20 days shall receive a grade in each subject area and a report card will be issued at the conclusion of the quarter (or at such a time as make-up work is submitted).

## Elementary Schools Standards Based Reporting

After many years of research and discussion, we moved to Standards-based reporting for our K-5 classrooms in 2017. The elementary schools report grades in trimesters. Report cards will be distributed three times a year rather than 4 times a year.

### *What is Standards based Reporting?*

Standards-based reporting (SBR) is an innovation in education that focuses on learning and helps increase achievement. In SBR teachers measure student learning, to understand the effectiveness of instruction. Instead of a single overall grade, SBR breaks down the subject matter into smaller “learning targets.” Each target is a teachable concept that students should master by the end of the trimester. Throughout the trimester, student learning on each target is recorded. Teachers track student progress, give appropriate feedback, and adapt instruction to meet student needs.

Figure 1 shows example report cards that highlight the differences between traditional and SBR.

Figure 2 shows example traditional and SBG reporting scales.



## FIGURE 1

### Traditional Grading

- A = 100-90%
- B = 90-80%
- C = 80-70%
- D = 70-60%
- F = 60-50%

## FIGURE 2

### Standards Based Reporting

- 4 = Exceed the Standard – Evidence of Application to other content
- 3 = Meets the Standard – Demonstrates mastery of standard independently and consistently
- 2 = Partially Meets Standard – Demonstrates understanding of standard inconsistently or partially.
- 1 = Does not Meet Standard – Attempts task/requires assistance from teacher

Traditional grading and SBR also use different grading scales. In traditional grading, students are primarily measured by the percentage of work successfully completed. The assumption is that higher completion rates reflect greater mastery, and earn higher grades. Often 90% achieves an A, 80% a B, etc.

In SBR, grading is based on demonstration of mastery. Students attempt standards-aligned activities (projects, worksheets, quizzes, essays, presentations, etc.). Teachers assess the student output and choose the appropriate mastery level that was demonstrated.

Our scale will be 1-4 and will reflect students' increasing skills. 1's indicate that the student has little understanding of a concept, and consequently cannot demonstrate any mastery. The student attempts the task but requires assistance from the teacher. When starting a new target, many students have no prior knowledge, and begin at 1. As students learn, they can demonstrate understanding of the standard inconsistently or partially, and score 2. Once s/he demonstrates mastery of the standard consistently, s/he scores a 3. If they exceed the standard, they receive a 4, meaning there is evidence of application of the standard in other content areas.

In SBR environments, better feedback from the teacher accelerates learning. Instead of simply giving scores like 9/10 or 85%, teachers give feedback about the task performed and skills used. This helps students understand their current areas of improvement to help them reach the next level. This positive environment speeds learning and students reach higher levels of achievement -- all while being deeply engaged and enjoying school.

During the school year, we will provide many opportunities for you to learn more about Standards-based reporting. We will be hosting some family information nights, post information on our websites, and you will receive additional information from your child's school and teacher. This is a very exciting time and we look forward to the future as we continue to strengthen our instructional practices and help our students achieve personal greatness.

## **JWE Promotion/Retention**

It is the policy of JW Eater JHS to promote students to the next grade or retain students in the same grade based primarily on academic performance in all classes. Students will earn one point for each passing quarter grade they earn in each class with mathematics and reading/language arts counting for two points each. In general, there are 32 points possible. A student must earn at least 23 points (70%) to be promoted automatically to the next grade level. If a student has fewer than 23 points, that student will be considered for summer school (see Retention Procedures below). If a student is found in need of attending summer school, the student may be required to attend summer school. A student found in need of attending summer school, may be retained in the current grade for failure to attend and/or successfully complete summer school. If a student has fewer than 17 points, the student may be retained without the option of summer school.

In general:

- 32-23 points=Automatic Promotion
- 22-18 points=Possible Summer School
- 17-0 points=Possible Retention

### *Retention Procedures*

- The principal will consider a student for retention when he/she has failed to meet the criteria for promotion. The principal must consider whether the needs of the student are best met through retention. The EJHS administrative team maintains the right to consider individual circumstances and whether grade retention is in a student's best interests based on that student's individual needs, strengths, and circumstances.
- For students deemed to be at-risk for retention, a remediation plan will be developed by that student's team with input from appropriate support staff and monitored/adjusted as needed to improve the student's chances for academic success.
- Parents will be notified in writing if their student is at risk of being retained in a grade and will be invited to the meeting where a remediation plan is developed. This notification will be made, at the latest, by the end of the third quarter. Every effort will be made to notify parents as soon a student's academic performance suggests he/she is at risk for retention.
- Opportunities for making up points may be given. Some current options that exist for making up points include but are not limited to:
  - Participation in the after school program.

- Attendance at summer school, when available

If a student is retained for failing to earn at least 17 points or for failure to successfully complete summer school, a review of any academic interventions must be completed by the student’s team to make revisions to the remediation plan with the goal of supporting the student’s success for the following year.

Example Student A

Subject	Possible Points	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Math	2	PASS	PASS	PASS	PASS
Reading/Language Arts	2	PASS	PASS	PASS	PASS
Science	1	PASS	PASS	PASS	PASS
Social Studies	1	PASS	PASS	PASS	PASS
Physical Education / Health	1	PASS	PASS	PASS	PASS
Specials	1	PASS	PASS	PASS	PASS
TOTAL POINTS EARNED		8	8	8	8

Student A earned 32 out of 32 points and is eligible for promotion.

Example Student B

Subject	Possible Points	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Math	2	FAIL	PASS	PASS	PASS
Reading/Language Arts	2	PASS	FAIL	PASS	PASS
Science	1	PASS	PASS	FAIL	FAIL
Social Studies	1	PASS	PASS	FAIL	FAIL
Physical Education / Health	1	PASS	PASS	PASS	PASS
Specials	1	PASS	PASS	PASS	PASS
TOTAL POINTS EARNED		6	6	6	6

Student B earned 24 out of 32 points and is eligible for promotion.

Example Student C

Subject	Possible Points	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Math	2	FAIL	FAIL	FAIL	PASS
Reading/Language Arts	2	PASS	PASS	PASS	PASS
Science	1	PASS	PASS	PASS	PASS
Social Studies	1	PASS	PASS	PASS	PASS
Physical Education / Health	1	FAIL	FAIL	FAIL	FAIL
Specials	1	PASS	PASS	PASS	PASS
TOTAL POINTS EARNED		5	5	5	7

Student C earned 22 out of 32 points and is required to attend and successfully complete summer school to avoid suspension.

Example Student D

Subject	Possible Points	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Math	2	PASS	PASS	PASS	PASS
Reading/Language Arts	2	FAIL	FAIL	FAIL	FAIL
Science	1	PASS	PASS	FAIL	PASS
Social Studies	1	FAIL	FAIL	FAIL	FAIL
Physical Education / Health	1	PASS	PASS	PASS	FAIL
Specials	1	PASS	PASS	PASS	FAIL
TOTAL POINTS EARNED		5	5	3	3

Student D earned 16 out of 32 points and may be retained automatically.

### *After School Program and Credit Recovery*

Whenever possible, JWE will offer an after school program (AS) for students to receive academic support for homework completion, project completion, make up tests/quizzes, and test/quiz studying. In a typical week, AS will be offered on Tuesdays, Wednesdays, and Thursdays from 3:30-4:30.

Beginning with the start of the second quarter and following each subsequent quarter, a student who has failed a class may earn one credit per quarter as “credit recovery” by meeting all three of the following guidelines.

1. Attend AS for an average of 2 of 3 days per week during the quarter. This will be calculated based on the total number of days offered during the quarter.
2. While in attendance at AS, the student must actively complete school work for the day of attendance to count.
3. While in attendance at AS, the student must meet all behavior expectations for the day of attendance to count.

### **JWE Grade Averaging and Honor Roll**

Any student whose quarterly average is 85% or above in each of his/her academic classes will be on the Honor Roll. Any student making the Honor Roll with a quarterly average of 93% or above in all academic classes will receive High Honors. All academic classes will be examined to determine the quarterly honor roll list.

93% - 100%	High Honors
85% - 92%	Honor Roll
84% - 76%	Average
75% - 60%	In Danger
59% or below	Failing

### **JWE National Junior Honor Society**

To be eligible for the National Junior Honor Society the following is required:

- Student must have attended JWE for the previous three full quarters prior to induction. Transfer students may also be approved by the sponsors based on their individual merit.
- Student must have received an average of 88% during each of the three prior quarters.
- Student must be selected by the faculty based on scholarship, leadership, service, school citizenship and character.

\*Leadership and service may be demonstrated by participation in one or more of the school activities. Comments on the report card will be reviewed by the faculty advisors.

## **Registration or Withdrawal from School**

### **Age and Entry Requirement for Kindergarten**

RCS offers a full day kindergarten program. Half day kindergarten programs are available upon request. Parents/guardians need to make the request to the building principals upon enrollment. To be eligible for Kindergarten, a child must be 5 years old on or before September 1 of that school term. A child, who turns 5 years old after September 1 and no later than December 1, will be allowed to attend kindergarten based upon the school district’s assessment of the child’s readiness. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of a child’s readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. Early entrance to kindergarten or first grade may also be available through the District’s assessment of the child’s readiness.

### **Admission and Procedure**

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the

Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence, as required by Board policy 7:60, Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
4. No child shall be refused enrollment due to lack of permanent and/or temporary records from a school previously attended. Board Policy 7:50

### **Accelerated Placement Program**

#### **Kindergarten Accelerated Placement**

If a parent of child who, is academically and socially advanced for their age and born after 9/1/2015 (AND before 12/1/2015) wants to appeal the kindergarten enrollment age eligibility for the 2021-2022 school year, the parent may complete an Early Entrance to Kindergarten Request Form (Appendix C). This form can be obtained from your school office or the Central Office. Be sure that the following items are completed and submitted with the Early Entrance Form:

- Your written rationale for the appeal on the back of the form or attached. Forms without a written rationale will not be accepted.
- A copy of the child's birth certificate. Appeals without a copy of the birth certificate will not be accepted.
- The parent has signed the form. Unsigned forms will not be accepted.

Early Entrance forms must be submitted prior to May 30th. Schools review data from the Request form to determine if the child is eligible to be screened for Early Entrance. If the child is eligible, the school schedules an assessment and student observation before the end of the current school year.

#### **General Accelerated Placement**

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, Equal Educational Opportunities, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

Board Policy 6:135

### **Student Insurance**

A Student Insurance program is available; however, RCS offers no assurances regarding the coverage. It will be necessary to have an individual check for each child. The check for student insurance must be made payable to the insurance company and not to RCS. A separate check (from that being used for Registration Fee) is necessary for the insurance.

RCS approved a medical and dental accident insurance plan worthy of your consideration to add to coverage purchased. This coverage will extend the hours your child is covered and also may cover your child during certain activities not covered in the school purchased plan. For a copy of the insurance brochure, contact your student's school. We urge you to consider the benefits described in the insurance brochure.

- **OPTIONAL 24-HOUR ACCIDENT COVERAGE (EXTENSION)** – Insurance coverage is extended to provide for covered injuries that occur other than during the hours and days when school is in session and/or while attending or participating in school sponsored and supervised activities on or off school premises. The Extended Accident Coverage provides coverage during the weekends and vacation periods, including the entire summer. No coverage is provided for participation in interscholastic tackle football. No coverage is provided for participating in Interscholastic Sports or school sponsored/supervised activities covered under the Student Accident Insurance Program purchased by the school.
- **OPTIONAL 24-HOUR DENTAL COVERAGE** (Can be purchased separately or with other coverage) – Insurance coverage is in effect 24 Hours a day. Injury must be treated within 60 days after the Accident occurs. Benefits are payable within 36 months after the date of Injury. The maximum eligible expenses payable per covered Injury is \$10,000. In addition, when the dentist certifies that treatment must be deferred until after the Benefit Period, deferred benefits will be paid to a maximum of

\$2,500. The Student must be treated by a legally qualified dentist who is not a member of the student's Immediate Family for Injury to teeth. Coverage is limited to treatment of sound, natural teeth.

- COVERAGE PERIOD – Coverage under the Optional 24-Hour Accident Coverage (Extension) and the Optional 24-Hour Dental Coverage begins on the date of premium receipt by the Plan Administrator but not before the start of the school year. Optional 24-Hour Accident Coverage (Extension) and Dental Coverage ends when school reopens for the following school year. Coverage is available under the plan throughout the school year at the premiums quoted (no pro rata premiums available).
- SCHEDULE OF BENEFITS Coverage for Injuries due to Accident only Maximum Benefit will be available on our website and in your school's office upon request. If you need more information, please contact the Insurance Company directly.

### **Registration Fees**

The registration fees for the current school year is \$90.00 (K-8th gr). which includes an increase due to one-to-one technology needs. Materials fee should be paid in full at registration or before the start of school. Students are responsible for the care of their rented books. Fines will be assessed for damages to textbooks or library books.

Additional Fees PreK-8th:

Textbook and/or Library Fines – only assessed if student damages or loses a book. Fine amount determined on damage and /or cost of book.

Chromebook Fines – only assessed if student damages a Chromebook:

- Replacement Fee \$239 –includes damage or the Chromebook is lost or stolen
- Broken Screen Fee \$50
- Charger Fee \$25
- Keyboard/Touch Pad Fee \$40
- Carrying case \$40
- Other/Additional Damage Fee to be determined based on actual cost of services or replacement

Additional Fees for JWE only:

- Locks: \$5.00 per lock and need 2 locks (PE & hallway) = \$10.00
- ID replacement: First time, no charge; \$3 each subsequent replacement– only assessed if student loses ID/lanyard

If payment is made by check, please write a separate check for each student. All checks must be made payable to RCS. Receipts given upon payment of these fees.

### **Check Writing**

All checks for meals, material fees, and/or fines are to be made payable to RCS. For Book Orders or other items purchased through the classroom, checks must be made payable to the company. RCS contracts with an outside agency to resolve NSF checks submitted to the district for payment of expenses incurred. The school district will not continue to accept your checks . When you provide a check as payment you authorize the district to collect the face amount of your check plus applicable fees. Please include the following on your check: Full Name, Street Address, and Phone Numbers. If there are any questions, please contact the Finance Manager at 217-893-5400.

### **Withdrawal or Transfer from RCS**

When withdrawing a child from RCS, parents should make an appointment to come to the School to complete the withdrawal process. School personnel will not provide school records to parents unless requested in advance in order to have time to gather information. All records will be sent to your child's new school upon receipt of a signed request from the new school. Districts typically do not accept hand carried records from parents as official records.

## **Cafeteria Program and Information**

### **General Information**

Nutritious breakfast and meals are provided to students who elect to eat at school. Menus are published monthly during the last week of each month; copies of menus may be requested in the Office or online. Lunch is served daily if the student attendance day extends beyond 12:00 p.m. Children who are non-compliant with cafeteria supervision may be disciplined. Students may bring their lunch from home, however, they may not bring additional items to add to their hot lunch such as hot chips. Because of the increased

emphasis on student health and wellness, soft drinks and energy drinks are not to be brought from home to drink at lunch. Students may purchase milk, if they choose.

## **Remain on School Grounds**

All students are expected to eat lunch in the school cafeteria and remain on school grounds. If a student elects to not eat lunch, he/she is still expected to go to his/her assigned lunch period area. Students may bring a sack lunch. A student may eat off campus if she/he is accompanied by a parent/guardian or other adult you have approved in Skyward to have access to your child. That person must come to the office and sign the student out. "Permission to leave" the campus through a request by phone is not permitted. The school and school employees assume no responsibility for the safety and supervision of any student leaving the school grounds. Students need to return to campus on time for their next class or they may lose the privilege of eating off campus or have a disciplinary consequence. "Permission to leave" the campus does not relieve the student of his/her obligation to serve lunchtime restriction. "Permission to leave" may be revoked if a student does not comply with the provisions of the approval, returns late to campus, does not comply with provisions of a disciplinary action, consumes substances prohibited elsewhere in the handbook-alcohol, tobacco, drugs, etc. School personnel are not responsible for students who leave with parent/guardian campus for lunch.

## **Community Eligibility Provision (CEP)**

Our district qualifies for Community Eligibility Provision (CEP) through the Illinois State Board of Education. As a result, no family needs to complete a free/reduced lunch eligibility form. CEP is an alternative to collecting, approving, and verifying household eligibility applications for free and reduced price eligible students in high poverty local educational agencies (LEAs) for schools participating in the National School Lunch and School Breakfast Programs. For a district to be eligible to use CEP for school year 2021-2022 the district must have one or more schools that have an identified student percentage of 40% or greater as of April 1, 2021. The identified student percentage is not the same as the total number of students eligible for free and reduced-price meals. Identified student counts only include the following:

*Directly certified students and extension of direct certification benefits to other household members, Homeless students, certified as such by the district liaison, Migrant youth certified by local officials, runaway youth certified by local officials, Head Start students, Pre-K Even Start students, and Foster children, certified based on documentation from the foster child caseworker.*

The district and school must agree to offer all enrolled students' breakfasts and lunches at no cost (free) and cover any cost above the federal reimbursement received with non-Federal funds; CEP is approved for four successive school years, with an option annually to return to traditional meal counting and claiming procedures. Reimbursement for schools participating in CEP is based on claiming percentages (Free and Paid only) derived from the percentages of identified students multiplied by a USDA established factor.

\*Students who bring Cold Lunch (CEP participants who bring Cold Lunch) will be charged a milk fee of \$.40 per milk.

## **Fees and Family Meal Visits**

Costs for meal service are as follows:

Milk (1/2 pint): \$.40

Adult breakfast \$2.75

Adult lunch: \$4.00

The parent/guardian may eat breakfast or lunch at school with their student/s. However, the parent/guardian must call the school office on the day prior so the Cafeteria Staff can plan accordingly. Meal tickets may be purchased by the adult in the office upon arrival at school.

## **Discipline Guidelines and Expectations**

### **Aggressive Behavior, Bullying and School Violence**

In our district, bullying of any kind, by any person, is unacceptable. All students should be free from worries about being bullied. Students who bully others must be taught other, appropriate ways of interacting with peers. Bullying is defined as follows:

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

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

If aggressive behavior or bullying is occurring, a student, parent, guardian, staff member, etc., is expected to fill out a Bullying and Aggressive Behaviors Report Form found in the school offices or on the website. This form will be used as a part of the bullying investigation.

### **Behavior and Citizenship**

At school, students' behavior is expected to enhance the educational environment and to support learning. Students will be expected to show respect for themselves, fellow students, teachers, other adults in the school, and school property or the property of others. Students will:

- Walk while inside the school building and use “inside voice”—reserving loud talking and playing for “outside time” at recess.
- Follow all reasonable directions given them by all teachers and staff and classroom/building procedures during the school day and at all school activities, including all after-school activities.
- Participate in all class activities.
- Resolve differences without physical contact or fighting. Hands and feet are to be kept to oneself. No touching, pushing, tripping, kicking or hitting is allowed.
- Treat school property with respect, doing their part to keep it attractive and free from damage. Pick up your own litter, etc.
- Respect the rights of staff members, other students or any visitors to our school.
- Cooperate with teacher(s) and fellow students in maintaining a classroom atmosphere that is conducive to learning. Disruptive students will not be permitted to interfere with the learning opportunities of other students in the classroom.
- Refrain from swinging book bags, chasing each other in a “game” of tag, or participating in any other activities deemed dangerous when large groups of children are present – including before and after school.

### **Behavioral Consequences**

Behavior that is disruptive to the learning environment or threatens the safety or well-being of others will not be tolerated. Conduct rules apply the minute a student leaves for school and continues until the student returns home for the evening. Conduct rules are also expected to be followed during all extracurricular events and activities both home and away. Classroom teachers will address misbehaviors as they happen and assign consequences as needed. If needed, an office referral may be written. Office referrals will be evaluated by an administrator and that staff will confer with the parent (either via conference or phone call) concerning the student's behavior at school and options for behavior modification. An administrator may choose to impose an alternative behavioral action, if indicated by the student's behavior and situation. Non-exclusionary discipline will be used to the greatest extent possible. Disciplinary measures are a range of options that will not always be applicable in every case. The following is a list of potential disciplinary measures:

#### *Lunch (K-8) or Recess (K-5) Restriction*

Students may be assigned lunch restriction as a means to modify behavior. At K-5th grade, recess restrictions are only given by administration and parents must be notified. At JW Eater, if a student is issued lunch restriction, the student is expected to report to the lunch isolation room and sit in the seat assigned by the lunch supervisor. At all schools the student will eat and remain quiet for the lunch period for the time determined.

#### *Detentions*

Detentions may be assigned as means to modify behavior. Parents are responsible for transportation. For JWE students, if detention is issued, students are responsible to:

- Arrive by 3:30 p.m.
- Bring necessary supplies - homework, something to read, pen/pencil, etc.
- Remain quiet and adhere to the staff member's expectations.

#### *Social Probation JWE*

A student may be excluded from extracurriculars as a means to modify behavior. If social exclusion is issued, the student will not be allowed to attend any extracurricular events. This can include, but is not limited to, games, dances, field trips, etc. In some cases, a student may not be able to participate in an athletic or extracurricular event due to the infraction.

#### *Restitution*

A student may be asked to assist with various activities or projects to provide compensation for loss, damage, or injury caused. Parent(s) or guardian(s) will be involved in designing a plan if this consequence is appropriate.

#### *CARE K-5*

The Child Alternative Restorative Experience Program (CARE) is an alternative to suspension program that utilizes restorative practices. This is an alternative in which the family is notified that their child will attend the program during the days that their child

would otherwise be out of school for suspension or expulsion. This is an alternative for short-term placement (3 days), long-term placements (10-12 weeks), and for students considered for expulsion. This program is subject to change based administrative review.

### *In School Supervision (ISS)*

A student may be assigned to an ISS for a variety of reasons. In School Supervisions will be used when a student's behavior is a threat to school safety or a disruption to other students' learning opportunities but does not warrant an out of school suspension.

### *Out of School Suspension (OSS)*

A student may be assigned to an OSS for a variety of reasons. Out of school suspensions will be a last resort and only used when a student's behavior is a threat to school safety or a disruption to other students' learning opportunities. When a student is excluded from school, a re-engagement meeting will be held with the student, school officials, and the parent(s)/guardian(s) to welcome the student back to the school community and plan for future success.

## **Other Items with Restrictions**

- Toys or personal belongings including, but not limited to electronic games, all types of toys, games including trading cards, drones, fidgets, monkey noodles, etc.
- Sporting equipment (basketballs, tennis balls, etc.)
- Large amounts of money (other than amounts to purchase lunch tickets or special items) are to be left at home (unless the teacher has requested some for educational purposes).
- Alcohol, tobacco, and other drugs including electronic cigarettes, substances, look-a-like drugs or counterfeit drugs, etc.
- Other items including (but not limited to) matches, lighters, pocket knives, multi-use tools, or similar items.
- Bicycles, hoverboards, skateboards, etc, can be used as transportation to and from school. Students are expected to walk all of these items, once they are on campus. Bikes can be locked on the bike rack in the front of JWE. Students must provide their own lock. Other items must be able to be stored in the student's locked locker.
- Prohibited behaviors include but are not limited to altering report cards, sexual activity, entering school property without proper authorization, prank 911 calls, pulling the fire alarm, etc.
- JWE students may (at their own risk of loss) use CD players/Ipod/MP3/cell phones with headphones on the bus or to and from school. Students who bring any of these items to school do so at their own risk; i.e., they risk the possibility of the item being lost, stolen or taken away and held at school until the end of the school year. Parents may be asked to come to school to pick up inappropriate items.

## **Off-Campus Conduct**

No activity will be tolerated away from campus, which threatens the ability of the district to maintain a safe, orderly and disciplined educational atmosphere whether or not school is in session when such activity occurs,. This policy is not limited to school sponsored and school related events. This policy does include student behavior on field trips.

### **Personal Technology Devices at School**

Students may bring personal technology devices, including, but not limited to, cell phones, iPads, tablets, etc, to school during the school day; **however:**

#### **K-5**

Upon arrival all electronic devices must be turned into the office for the day and picked up at the end of the day. At no time can the student carry or have the device during the school day.

#### **JWE**

Electronic Devices, including smart phones are required to be off and stored in the student's locker during the day. Students are prohibited from using personal technology devices or having them "powered on" at school ~~by students~~ between the hours of 8:30 a.m. and 3:20 p.m.. This applies to instructional time and non-instructional time, such as lunch, passing periods, restrooms, or locker rooms. JW Eater follows the practice of: "See it, hear it, use it, take it." Any student who is using a personal technology device during the school day will have it confiscated.

1. 1st offense - The personal technology device will be confiscated and locked in a secure location in the office. The student will be allowed to pick up the personal technology device at the end of the school day.
2. 2nd offense - The personal technology device will be confiscated and locked in a secure location in the office. The student will communicate with their parent/guardian after school hours and the parent/guardian/skyward emergency contact will pick up the personal technology device between 3:30 p.m. - 4:00 p.m..
3. 3rd offense - The personal technology device will be confiscated and locked in a secure location in the office. The student will communicate with their parent/guardian after school hours and the parent/guardian/skyward emergency contact will pick up the personal technology device between 3:30 p.m. - 4:00 p.m, and a plan will be put into place to turn in the phone to the office daily.



4.

The student will communicate with their parent/guardian after school hours and the parent/guardian/skyward emergency contact will pick up the personal technology device between 3:30 p.m. - 4:00 p.m.. At this time, the student will develop a personal technology device plan with administration and parent/guardian. This plan can include daily check in of a personal technology device to the office for the remainder of the year, an opt-out agreement, etc.

### **General**

Students may not use or possess electronic devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission. The possession and use of smartphones, cell phones, and other electronic devices, are subject to the following rules:

- They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
- If a student brings an electronic device/cell phone to school it must be brought to the office and he/she can retrieve it at the end of the day. If the student does not bring it to the office at the beginning of the school day, it will be confiscated by a principal/assistant principal or designee and held in the office until the end of the school day. The student's parents will be contacted and the phone returned.
- During the school day students should always use the school phone to contact parents with approval.
- They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies. Board Policy 7:190

What should I do if my student loses something at school?

The parent/guardian is invited to come to school and ask to look through the items held in our "Lost and Found". Labels sewn or stamped on shoes, boots, coats and other removable clothing will help us return lost items to the rightful owner. Please write your child's name on school supplies, jackets, hats, etc. as well.

### **Dress Code**

Rantoul City Schools expects that all students will dress in a way that is appropriate for the school day and for any school sponsored events. The primary responsibility for a student's attire and appearance resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health, safety or learning of any student; that students' attire does not contribute to a hostile or intimidating atmosphere for any student. Furthermore, the district's dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be a necessary support to the overall educational goals of the school district.

*Basic Principles:*

- Certain body parts must be covered for all students at all times.
  - Clothes must be worn in a way that genitals, buttocks, and breasts are fully covered with opaque fabric.
  - Clothing may not contribute to a hostile or intimidating atmosphere.
  - Clothing may not cause a significant disruption to the learning environment.
  - All items listed in the "must wear" and "may wear" categories must meet these basic principles.
1. Students must wear "a+b+c", while following the basic principles above:
    - a. A shirt (with fabric in the front, back and on the sides under the arms), AND
    - b. Pants/jeans or the equivalent (for example, skirt, dress, sweatpants, leggings, shorts), AND
    - c. Shoes \*Activity-specific shoes requirements are permitted (i.e. athletic shoes for PE)
  2. Students may wear, as long as these items do not violate the "basic principles":
    - Fitted pants, opaque leggings, yoga pants, pajama pants, "skinny jeans"
    - Athletic attire
    - Ripped jeans (as long as underwear and buttocks are not exposed)
    - Tank tops (as long as underwear/bra and breasts are not exposed)
  3. Students may not wear:
    - Violent language or images
    - Content with hate speech, profanity, pornography, and/or is sexually suggestive
    - Images/language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity)
    - Any clothing that reveals visible undergarments (waistbands and visible straps are allowed)

- Swimsuits
- Any item that covers the head and/or face or ears including hoods, durags, hats, hair bonnets, and headscarves/headwraps (except as a religious observance or personal protective gear/PPE)
- Accessories that could be considered dangerous or could be used as a weapon
- Images or language that creates a hostile or intimidating environment based on any class or consistently marginalized groups
- Bullet proof vest, body armor, tactical gear

*Dress Code Enforcement:*

To ensure effective and equitable enforcement of the dress code, school staff shall enforce the dress code consistently using the requirements below. If there is any doubt about dress and appearance, the building principal will make the final decision. A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Students will only be removed from spaces, hallways, or classrooms as a result of dress code violations as outlined above. In order to return to the regular school day, students in violation will be provided with the following options to be dressed more to code during the school day:

1. Students will be asked to put on their own alternative clothing, if already available at school, or
2. If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

Students should not be shamed or required to display body parts in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:

- Kneeling or bending to check attire fit
- Measuring straps, shorts, skirt length
- Asking students to account for their attire in the classroom or in the hallways in front of others
- Calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others (i.e. correct pants that do not expose entire undergarment, confronting about visible bra straps, visible waistbands)

**Field Trips (Student Conduct)**

The same conduct expected of students at school is expected of students on field trips. Students are still under school jurisdiction even if they are attending an off-campus trip. If a student’s conduct at school has not warranted the privilege, that student may be prohibited from attending a field trip.

**Busing/Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students living closer than 1.5 miles will be transported if the Board of Education and Illinois Dept. of Transportation have determined that a hazardous vehicular traffic condition exists on the route between school and home.

- Student bus stop information will be available on Skyward one week prior to school beginning. Students are assigned a bus stop and are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. Parents must submit a written request for a change to take place.
- Changes in bus stops will take up to 5 days for a change. Notify your school first and they will notify the bus garage. You will be contacted by the school or First Student (Mark Stevens) when the change is ready to go into effect.
- For questions regarding school transportation issues, contact the bus supervisor from FIRST STUDENT TRANSPORTATION located at the bus garage on our campus at 217-893-5445.

**First View Bus Tracking**

Families can now track their student’s bus on the FirstView App. See below for instructions. All you will need is your child’s School ID number. If you need assistance with getting your child’s ID number please contact your child’s school. Instructions can be found under the QuickLink "Transportation" at [www.rcs137.org](http://www.rcs137.org). FirstView® gives you accurate and quick information so that you can:

- Track buses in real time
- Proactively communicate with parents
- Keep your district running smoothly with routing insights
- Answer parents’ questions and assuage any concerns

## Bus Rules

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 principal/assistant principal.

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

1. JWE students must show their school ID to the bus driver to gain access to the bus. K-5 students are not required to show a school ID.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take 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.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
12. Never run back to the bus, even if you dropped or forgot something.
13. Arrive at the bus stop 5 minutes before designated pick up time. For curb-to-curb pickups, the student must be ready at the time of the designated bus pickup. The bus will not wait beyond pickup time. For curb to curb drop off, an adult must be present at the drop off area. If the adult is not present, the student will be returned to the school when convenient for the driver's bus route.
14. It is recommended that at least Kindergarten-aged students be accompanied by an adult at bus stops for pick up and drop off.
15. Only students, school and bus staff are permitted on buses. Unless otherwise pre-approved, unauthorized persons boarding a bus will be reported to the police.

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

## Video and Audio Recording

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. 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. The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like any other evidence in the proceeding.

Board Policy 7:220

## Bus Conduct

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

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.

- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.

## **Medical Information**

### **General**

A school nurse or health clerk is available for consultation and direct care to the students as needed. Any child who becomes ill or is injured at school must be picked up by a parent or designated adult.

Parents are required to inform the school Office, the child’s teacher, and the school nurse if a child has a medical problem of any kind. Parents are also to complete the medical area on Skyward regarding medical concerns. In some instances, a conference may be scheduled with staff who work with your child to discuss the best way to help your child benefit from the school experience while managing his/her medical problem.

### **Contagious Conditions**

The requirements for readmission to school after a contagious disease are listed below. If you have questions concerning these or other requirements, you may contact the school nurse.

Fever	A child should not be sent to school if (s)he has an oral temperature of 100.0 degrees or greater. (S)he may return to school when fever free for 24hrs. without the use of Tylenol/Ibuprofen
Pink Eye	Students may return to school 24 hrs after treatment begins or with written approval by physician.
Impetigo	May attend 24 hrs after treatment begins
Ringworm	May attend 24 hrs after treatment begins, unless lesion can be covered
Mumps	Excluded 9 days and until all swelling is gone
Chicken Pox	May attend 5 days after last eruption
Scabies	May attend after the first treatment
Rash	May require note from the physician stating that the rash is not contagious.
Whooping Cough	May attend school 5 days after the start of antibiotic therapy
Rubella (3-day Measles)	May attend after 7 days after onset of rash. (Local school policies may exclude suspects or cases without a physician release)
Head Lice	When identified with head lice, the student is required to follow the treatment instructions
Rubella (Red Measles)	Excluded 7 days and until rash and all symptoms are gone
Scarlet Fever /Strep Infection	May attend 24 hours after antibiotic treatment and fever is absent
Vomiting/Diarrhea	May attend 24 hours after the vomiting/diarrhea has ceased

The school will observe recommendations of the Illinois Department of Public Health regarding contagious conditions.

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

Board Policy 7:280

### **Head Lice**

The American Academy of Pediatrics says no healthy child should be excluded from school because of the presence of nits alone, and the “no nit” policies for return to school are discouraged. However, recommendations have been established for instances when nit removal may be advised. If a child is identified with head lice, the child's parent/guardian should be notified that day by telephone, recommending that the parent/guardian pick up the child from school for treatment.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Board Policy 6:150

### **Medication**

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

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

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an SMA and the physician has agreed that the child is responsible enough to self-administer, as marked on the SMA. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - b. Copies of the registry identification cards are provided to the District;
  - c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and
  - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.

3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Void Policy**

The School District Supply of Undesignated Epinephrine Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors. The Administration of Medical Cannabis section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

### **Administration of Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s). Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

### *Undesignated Medication Disclaimers*

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply. No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **Emergency Aid to Students**

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

## **Physical, Dental and Eye Examinations and Immunizations**

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination on the State of Illinois Certificate of Child Health Care Form and the immunizations against, and screenings for, preventable communicable diseases by the start of the school year.

- Entering Pre-K, or Kindergarten;
- Entering the sixth
- Enrolling in an Illinois school for the first time, regardless of the student's grade.

The meningococcal and Tdap vaccines are required for students in grade 6. A meningococcal vaccine must be given on or after the 11th birthday, if the vaccine is given after the age of 10 and before age 11 a note is required from the physician stating why it was given early. The diabetes screening section must be completed on the health exam - The Lead Risk questionnaire section of the health exam is required for all children age 6 months through 6 years.

Failure to comply with the above requirements by the first day of school, 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 have 30 days following registration to comply with the health examination and immunization requirements. If a reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present an eye exam (dated within one year) on the State of Illinois Eye Examination Report form by October 15 of the current school year or proof of appointment on or before October 1st. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a 30

completed eye examination, or (2) State of Illinois Department of Public Health Eye Exam Waiver Form that an eye examination will take place within 60 days after October 15 or the deadline provided by ISBE.

## **Dental Examination**

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH. If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

## **Exemptions**

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

- Religious or medical grounds if the student's parents/guardians present an Illinois Certificate of Religious Exemption to required immunizations and/or Examinations form signed by parent and physician on the state form;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a or a licensed Ophthalmologist or a licensed optometrist, or State of Illinois Department of Public Health Eye Examination Waiver Form signed by parent and turned into school.
- Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist. State of Illinois Dental Waiver must be signed by a parent and turned into school.
- Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140 governs the enrollment of homeless children.

Board Policy 7:100

## **Physical Education and Medical Excuse**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

Board Policy 7:260

## **Vision/Hearing Screenings**

During the school year, the nurse, or other qualified screener hired or contracted by the district, will administer a hearing and vision screening to mandated grade levels and students with IEPs as mandated. If the screening results suggest the student needs a more thorough examination, parents will be advised by letter to seek further evaluation for their child. Parents who receive such a letter and have questions should contact the school office and the nurse will return your call.

## **General Information**

### **Bicycles, Skateboards, Hoverboards, Roller-skates and/or Rollerblades**

Bicycles may not be ridden on the school grounds. Upon entering the school property, students must get off their bicycles and walk them to the bike rack. Upon dismissal, students are to walk their bikes to the edge of the school property before riding them. It is necessary to lock bikes to the bicycle rack during the school day. RCS facilities were not designed for safe use of skateboards or inline skates. Notices are posted on district property prohibiting the use of skateboards, roller skates and/or roller blades on school grounds at all times. If a student brings a skateboard on a school bus, it must fit inside and be carried in a standard school backpack.

### **Birthday Parties/Class Treats (Grades K-5)**

In compliance with our District Wellness plan, snacks and/or treats supplied by parents will no longer be allowed. It is our goal to ensure that every student in our school is safe. We will continue to celebrate Halloween, Valentine's Day and other holidays celebrated at school but treats must be pre-packaged only. No homemade treats are allowed.

Our District has adopted a policy for managing students with food allergies. Our policy is in compliance with Public Act 96-0349 and meets the guidelines created by the Illinois State Board of Education and the Illinois Department of Public Health. There may be a student(s) in your child's class that cannot be in contact with foods containing a specific allergen(s). Because even trace amounts of

these allergens could result in a severe allergic reaction (sometimes elements may be hidden in processed foods), you may receive a request that you not send these foods to school for snacks or treats.

### **Conferences With Teachers or Principals/Assistant Principals**

Regular communication between parents and teachers will enhance each child's educational experience. Only when we work together can each child achieve his/her maximum educational potential. Therefore, parents are encouraged to talk with their child's teacher as frequently as desired or necessary. In response to your written note, phone message or email, teachers will arrange a personal meeting or phone call at a time, which will be mutually convenient.

### **Emergency Information**

#### **Emergency Notifications to Families**

School Messenger / Skylert will enable school authorities to communicate with all parents and staff members within a few moments of an emergency or unplanned event that causes early dismissal, school cancellation, a late start, and/or other important emergency information. The service can also be used to communicate general announcements or reminders.

Unfortunately, the system is only as good as the information families provide RCS. If your phone information is no longer accurate, you will not receive the call. All information and contact numbers are strictly secure and confidential. They are only used for the purposes described herein. Notify the school of any changes as soon as they occur so you will receive emergency information.

#### **Emergency Telephone Numbers and School Closings – School Messenger / Skylert**

It is essential that the school secretary be able to contact a parent(s) in case your child becomes ill or injured or another need arises. Please complete the Emergency Information Process in Skyward. If you attended the district registration, then you already completed the Emergency Information Form. If the Emergency Information Form is not completed and returned to the Office, we will not be able to contact you should an emergency occur.

To inform the community about severe weather conditions and possible school closing, parents are urged to check your email, local news media, and school district social media and websites. Calling school offices to see if students are going to be dismissed early only ties up the phone lines. Storms may strike during the day and it will be necessary to close school early. We will make this announcement and conduct the closing in an orderly fashion. Please make plans now and discuss these plans with your child. This will greatly assist your child should it become necessary to close school during the day.

The RCS and RTHS Superintendent remain committed to working very closely in reaching a decision regarding school closings. However, there may be circumstances that make it necessary for one district to be in session while the other district cancels school. Administration will make every effort to announce a decision by 10:15 p.m. for the coming day. We realize many families must make day care arrangements and still be to work early the next day however, some storms do not materialize until the early morning hours.

#### **Emergency Evacuation of Students Away from School**

The world in which we live can create situations that might require students to be transported away from school. If this occurs, we will adhere to the following procedures:

- We will announce the closing of the school and transportation of students via School Messenger / Skylert. Families are urged to check your email, local news media, and school district social media and websites. Do not call schools during emergency situations.
- Students will be transported by bus or walk to their off-site location.
- Please bring a photo ID to pick-up your student. An Illinois Driver's License is an ideal means of proving your identity. We do not want to release a child to someone other than the parent/guardian or emergency contact already on file with the school.

### **Interpretation Services for IEP Meetings**

Interpretation services are available at IEP team meetings for parents/guardians whose native language is not English or for parents/guardians who are deaf. If a qualified interpreter is not available, the school may use outside vendors, including telephonic interpreters. A parent/guardian requiring interpretation services at an IEP meeting should contact their student's case manager via phone or email at least 5 business days before the scheduled IEP meeting to request an interpreter at IEP meetings. A parent or guardian has the right to request that the interpreter serve no other role in the IEP meeting other than interpreter, and the school should make reasonable efforts to fulfill this request. A parent/guardian may contact the Director of Special Education by calling 217-893-5400 with any questions or complaints about interpretation services.

### **Library/Innovation Center: Fines and Access**

Operation and expectations: A well-equipped, computer-managed Library/Innovation Center is available as an educational resource for all students and staff at each school. In cases of lost or damaged books, the Librarian, Librarian Aide and administration will determine the expense necessary to either replace or repair the book. Then, a letter will be sent home with the child, indicating the title of the book and the assessment amount that is to be paid before the child will be permitted to check out any further materials from any



school within RCS. In cases of misuse of books, materials or equipment, it may be necessary to impose disciplinary action. A student may be suspended from Library/Innovation Center privileges if fines are not paid or if the misuse is severe or continued. Library/Innovation Center fee assessments may be paid in person at the office (via cash or with a check made payable to RCS)--or payment may be sent to school with the student. As soon as the required fee is paid, the student's full Library privileges will be restored. Parents are asked to talk with their student(s) about their responsibility in taking good care of their school books (both textbooks and library books). Parents who have questions about the Library's/Innovation Center's operation or who would like to visit should call the school to arrange a visit. If a student's privileges have been revoked due to non-payment of a lost/damaged fee assessment, he/she will still be responsible for any assignments that may require use of the Library/Innovation Center or another library. Therefore, it is in the student's best interest to pay these fees immediately or to avoid them altogether by helping the student become responsible for his/her schoolbooks.

### **Parent Notices Required by the Every Student Succeeds Act (ESSA)**

For further information on any of the items listed below or assistance with accessing referenced documents, please contact the building principal.

1. **Teacher Qualifications.** A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:
  - a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - b. The teacher is teaching under emergency or other provisional status.
  - c. The teacher is teaching in the field of discipline of the certification of the teacher.
  - d. Paraprofessionals provide services to the student and, if so, their qualifications.
2. **Testing Transparency.** The State and District requires students to take certain standardized tests. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.
3. **Annual Report Card.** Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.rcs137.org](http://www.rcs137.org).
4. **Parent & Family Engagement Compact**
5. **Unsafe School Choice Option.** The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances.
6. **Student Privacy.** Students have certain privacy protections under federal law.
7. **English Learners.** The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see handbook procedure titled: *English Learners*.
8. **Homeless Students.** For information on supports and services available to homeless students, see handbook information titled: *Homeless Child's Right to Education*.

### **Student Phone Use**

The school office and classroom telephones are primarily for use by staff. Students may only use the phone with their teacher's permission or specific request if it is an emergency. Students will not be permitted to use the phone to discuss any decisions regarding staying after school, going to a friend's house after school, and other non-emergency plans. These arrangements with parents must be made before the student leaves for school in the morning. If use of the office phone is granted, a pass from a teacher must be given. Students are not permitted to use their cell phones to make phone calls, text messages, take pictures, take videos, or listen to music at any time during the school day. Students found in possession of or who have used a cell phone during the school day will have the cell phone confiscated and be subject to consequences.

### **Recess (Pre-K – 5th Grade)**

Recess is held outside throughout the year unless the weather is severe or it is raining, usually for a total of at least 30 minutes per day. All students are expected to participate during recess whether it is held indoors or outdoors. As a general rule, when the outside temperature is 20 degrees Fahrenheit or cooler with the wind-chill, students will not be allowed outside for recess. In cases of cold or inclement weather, students will have recess inside. If a child has been ill recently, the parent(s) may send a note to the teacher and request that the child remain inside for that day. At the principal's (or designee) discretion, permission may be granted for the child returning from an illness to remain inside during recess period. Extended situations requiring several days' exemption from recess may require a written statement from a physician explaining the nature of the problem and the date the student will be released.

### **Recording Device Usage**

The Board of Education prohibits the use of audio, visual or other recording devices at meetings among district employees and between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

The district prohibits secretive recordings where persons involved do not consent to the recording and it is not otherwise obvious that recording equipment is present or being used, unless the superintendent or designee determines in rare circumstances that such recordings are necessary for educational or security reasons. The district prohibits the simultaneous electronic transmission of any conversation by any person to a third party without the consent of all involved in the conversation, even if the conversation is not recorded.

### **Related Service Logs**

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

### **Responsibility for Students**

Your child's elementary school assumes responsibility for their students during the hours of student attendance while they are on school property. Unless traveling on RCS/First Student buses, students are the parent's responsibility at all other times.

### **School Operations During a Pandemic or Other Health Emergency**

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

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

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## Security (Student/Staff/School)

All visitors to the school are asked to use the designated entrance(s). Schools have numerous doors providing entrance and exit possibilities to and from the facility. All schools are now equipped with a visitor management system called RAPTOR. All visitors must provide a driver's license that is used to run immediate background screens for sex offenders and alerts staff of custody violations (if parents provide court documents).

Video cameras are located on each school bus and in certain locations throughout the district. The cameras assist district personnel in monitoring student conduct and improving security. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding. All students and staff members are hereby notified that they are subject to being videotaped while on school property and/or school vehicles.

## Violent Offender/Sex Offender Community Notification Laws

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

- Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)
- Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)
- Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## Wellness

### **Goals for Nutrition Education**

- Students in preschool through grade 8 shall receive nutrition education as part of the District's comprehensive health education curriculum. School Board policy 6:60, Curriculum content. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors and aimed at influencing students' knowledge, attitudes and eating habits. Special emphasis should be placed on nutrition education in preschool through primary grades as eating habits are established at a young age. The curriculum shall be consistent with and incorporate relevant Illinois Learning Standards.
- To maximize classroom time and to achieve positive changes in students' eating behaviors, nutrition education shall be integrated into the standards-based lesson plans of other school subjects like math, science, language arts, physical education, health, family and consumer science and social sciences.
- To achieve positive changes in students' eating behaviors, it is recommended that a minimum of fifty contact hours of nutrition education opportunities be provided to students each year. Contact hours may include a combination of classroom instruction; nutrition education provided in the cafeteria; or health fairs, field trips and assemblies providing nutrition education.

### **Goals for Physical Activity**

- Physical education or physical activity will be provided daily in EC-5th gr and shall include a developmentally planned and sequential curriculum that fosters the development of physical activity that enables them to achieve and maintain a high level of personal fitness; emphasizes self-management skills including energy balance (calories in minus calories out); increases students' knowledge; offers direct opportunities to learn how to work cooperatively in a group setting; encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, Curriculum content. The curriculum will be consistent with state/district's standards/guidelines/framework; and is coordinated within a comprehensive health education curriculum. Curriculum shall be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by Illinois State Board of Education (ISBE).
- It is required that all elementary students participate in daily physical education course, unless otherwise exempted. See Board policy 6:60, Curriculum content and Board policy 7:260, Exemption from Physical Education.
- It is recommended elementary students engage in physical activity for a minimum of 150 minutes per week, and junior high students participate for 200 minutes per week when in Physical Education class (jr high students are also required to take Health and may not have PE daily as a result). Physical activity occurs during recess and classroom movement breaks (stimulates brain activity).
- Special emphasis should be placed on promoting an active lifestyle in preschool through primary grades as health habits are established at a young age. Accommodations shall be made for students with disabilities, 504 plans, and other limitations.
- Schools shall provide a daily supervised & structured recess period to elementary students.
- Students shall be provided opportunities for physical activity through a range of before- and after-school programs including intramurals, interscholastic athletics, and physical activity clubs.
- Because students should engage in a minimum of 30 minutes of physical activity a day, the physical education program shall actively engage families as partners in providing physical activity beyond the school day.

## **Board Policies and other Laws**

Board Policies referenced throughout are subject to change by Board action or through action of State and/or Federal law. In some instances, the exact policy is included and in some instances the policy is referenced. One should not infer that the policies that are referenced but not included are of lesser importance. For the most up-to-date and accurate Board Policies, see the on-line Board Policy Manual ([https://www.boardpolicyonline.com/?b=rantoul\\_city\\_137&s=338320](https://www.boardpolicyonline.com/?b=rantoul_city_137&s=338320)).

### **Attendance**

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

Board Policy 7:70

### **Access to Non-School Sponsored Publications**

#### **Non-School Sponsored Publications Accessed or Distributed On Campus**

Creating, distributing, and/or accessing non-school sponsored publications shall 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 publication is endorsed by the School District.

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

1. Will cause a material and 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, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students ; or
6. Incites students to violate any Board policies.

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

#### **Non-School Sponsored Publications Accessed or Distributed Off-Campus**

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Board Policy 7:310

### **Asbestos**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) the Board of Education of District # 137 has notified workers, building occupants and their legal guardians of activities related to asbestos containing building materials in the schools. District # 137 previously submitted inspection reports and management plans to the Illinois Department of Public Health as required by the Federal and State Regulations. Copies of these approved reports and the management plans are available for inspection during normal office hours in the office of each school in the district. These reports include response actions, post response action activities, reinspections and periodic surveillance.

Periodic surveillance activities are conducted to examine materials identified as asbestos containing and to record any changes in condition, which might necessitate a change to a specific response action. Periodic surveillances are conducted at least every 6 months as long as asbestos materials remain in each building.

All School District # 137 Maintenance personnel have received the required asbestos awareness training. Zero district employees are licensed by the State of Illinois as Asbestos Workers for routine repair and maintenance of asbestos materials.

District # 137 will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition and will voluntarily remove asbestos materials in compliance with Federal and State regulations in conjunction with planned renovation work as funds become available.

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

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

Warning Signs of Child Sexual Abuse. Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

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

Emotional signs:

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

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

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

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student

- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

**Warning Signs of Boundary Violations**

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

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

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

Additional Resources include:

- National Sexual Assault Hotline at 800.656.HOPE (4673)
- National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)
- Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

**Bullying, Intimidation, and Harassment (Prevention of and Response to)**

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, immigration status, 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; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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 building principal, nondiscrimination coordinator, 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.

- Nondiscrimination Coordinator: Jennifer Frerichs, Assistant Superintendent, 400 E. Wabash Ave, Rantoul 893-5400
- Title IX Coordinator: Allison Didier, Director of Special Education, 400 E. Wabash Ave, Rantoul 893-5400 and DeAndre Henderson, Assistant Principal Principal JW Eater Junior High, 400 E Wabash Avenue, Rantoul 217-893-5401.
- Complaint Managers: Jennifer Frerichs, 400 E. Wabash Ave, Rantoul 893-5400 and DeAndre Henderson, Assistant Principal Principal JW Eater Junior High, 400 E Wabash Avenue, Rantoul 217-893-5401.

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

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. Students and parents/guardians are also encouraged to read the following school district policies; 7:20, Harassment of Students Prohibited and 7:180 Prevention of and Response to Bullying, intimidation and Harassment.

Board Policies 7:20, 7:180, 2:260

### **Concussions and Head Injuries (Student Athlete)**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary 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.

Board Policy 7:305

### **Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from school district office.

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

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

### **English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transition Bilingual Education Programs Parent Advisory Committee. For questions related to this program or to express input in the school's English Learners program, contact our bilingual director at 893-5400.

Board Policy 6:160

### **Equal Educational Opportunities and Sex Equity**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. No student shall, based on sex, sexual orientation or gender identity, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Jennifer Frerichs 400 Wabash, Rantoul, IL 61866 or 893-5400.

Board Policy 7:10

### **Food Allergies**

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

Board Policy 7:285

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his/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. If you need more information please contact the office in person or call 893-5400.

Board Policy 6:140

### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. All video content used during instruction will be appropriate for student viewing.

Board Policy 7:15

### **Isolated Time Out, Time Out and Physical Restraint**

Every effort should be made to prevent the need for the use of isolated time out, time out and physical restraint. School staff members shall not use isolated time out, time out and physical restraint other than as permitted in 105 ILCS 5/10-20.33, Illinois State Board of Education rules, and procedures developed by the Superintendent. Isolated time out, time out and physical restraint shall be used only when the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm to students or others.

Board Policy 7:190

### **Pesticide Registration Notice**



The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact Buildings and Grounds Supervisor at 893-5400. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Board Policy 4:160

### **Prevention of Anaphylaxis**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

### **Privacy Protections (Student Surveys)**

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.

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. Behavior or attitudes about sex.
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 eligibility for participation in a program or for receiving financial assistance under such program.

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

Board Policy 7:15

### **Selling or Marketing Students' Personal Information Is Prohibited**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

### **Residency**

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

### **Requests for Non-Resident Student Admission**

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law, unless the student is a staff member's child in which tuition will be waived with stipulations.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

### **Admission of Non-Resident Students Pursuant to an Agreement or Order**

Non-resident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

### **Homeless Children**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. School Board policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

### **Challenging a Student's Residence Status**

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

Board Policy 7:60

### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three evacuation drills, a minimum of one severe weather (shelter-in-place) drill, a minimum of one law enforcement drill and a minimum of one bus evacuation drill each school year. There may be other drills at the direction of the administration. A warning to the students will not precede drills.

Board Policy 4.170

### **School Visitation Rights**

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

### **Search and Seizure**

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

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

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

The Superintendent or designee 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 a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

### **Seizure of Property**

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

### **Questioning of Students Suspected of Committing Criminal Activity**

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

Board Policy 7:140

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education, including in grades 6-8. Instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-8, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, 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 prior to the instruction taking place.

### **Sexting - Preventing And Reducing Incidences Of Sexting**

Many parents are unfamiliar with sexting. It is generally defined as sending, sharing, viewing, receiving or possessing indecent visual depictions of oneself or another person using a cell phone. A student will be disciplined for sexting at school. Discussing sexting and its legal and social consequences with your children may prevent and reduce incidences of it at school and elsewhere. A recent survey revealed that about 20 percent of teen boys and girls have sent sexting messages. It can cause enormous emotional pain for the students involved, often with legal implications. The following talking points from the American Academy of Pediatrics may help start the discussion:

- Introduce the issue as soon as a child is old enough to have a cell phone. Even if the issue hasn't directly impacted your school building's community, ask "have you heard of sexting?" "Tell me what you think it is." Learn what your child's understanding is and add an age appropriate explanation. For more information about starting age appropriate discussions,

see The New Problem of Sexting subhead on the American Academy of Pediatrics website at: [www.aap.org/advocacy/releases/june09socialmedia.htm](http://www.aap.org/advocacy/releases/june09socialmedia.htm).

- Make sure children of all ages understand that the District’s student discipline policy prohibits sexting at school, and that it is further punishable in Illinois through the Juvenile Court Act and The Criminal Code of 1961.
- Collect cell phones at gatherings of tweens and teens. Experts have noted that peer pressure can play a major role in the sending of texts, with attendance at parties being a major contributing factor.
- Monitor the media for stories about sexting that illustrate the consequences for both senders and receivers of these images. Ask “Have you seen this story?” “What did you think about it?” “What would you do if you were this child?”
- Rehearse ways your child can respond if asked to participate in inappropriate texting.

For more information on sexting and how to talk to your children about it, please see the following links:

[www.education.com/magazine/article/child-sexting-parents/?page=2](http://www.education.com/magazine/article/child-sexting-parents/?page=2);

## Sexual Harassment

### **Sexual Harassment Prohibited**

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

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

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

Board Policy 7:20

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidences of sexual harassment, teen dating violence or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal or a Complaint Manager, or any staff member with whom the student is comfortable speaking. 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.

- Nondiscrimination Coordinator: Jennifer Frerichs, Assistant Superintendent, 400 E. Wabash Ave, Rantoul 893-5400
- Title IX Coordinator: Allison Didier, Director of Special Education, 400 E. Wabash Ave, Rantoul 893-5400 and DeAndre Henderson, Assistant Principal Principal JW Eater Junior High, 400 E Wabash Avenue, Rantoul 217-893-5401.
- Complaint Managers: Jennifer Frerichs, 400 E. Wabash Ave, Rantoul 893-5400 and DeAndre Henderson, Assistant Principal Principal JW Eater Junior High, 400 E Wabash Avenue, Rantoul 217-893-5401.

Board Policy 5:20

## Behavior

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering for sale, tobacco or nicotine materials, including, electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley’s Law).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
  - c. Any performance-enhancing substance on the Illinois Elementary or High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. 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.

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 had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure
- 5. Using or possessing an electronic paging device. Using a cellular telephone, smartphone, 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 and 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 cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period – if approved by building principal; 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, 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 of 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, as described in Board policy 7:185, Teen Dating Violence Prohibited.
- 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. 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.
20. 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.
21. 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.

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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

### **When and Where Conduct Rules Apply**

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

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out 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.
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. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate school rules
9. Suspension of bus riding privileges
10. Suspension from school and all school activities for up to 10 days. in accordance with Board policy 7:200, Suspension Procedures. A suspended student is prohibited from being on school grounds.
11. 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. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension 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 illegal and will not be used. 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.

### **Weapons Prohibition**

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

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

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

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 and Gang Activity Prohibited**

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

### **Re-Engagement of Returning Students**

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

Board Policy 7:190

### **Suspension Procedures**

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

- a. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
- b. 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.
- c. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
- d. 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. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Board Policy 7:200

## **Expulsion Procedures**

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

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 officials 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, 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.

Board Policy 7.210

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

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

1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper. A parent/guardian or eligible student may ask the District to amend a record that is



believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
  - a. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.
  - b. 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.
  - c. 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.
  - d. 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. Any parent/guardian or eligible student may prohibit the release of any or all of the below information by delivering a written objection to the building principal within 30 days of the date of this notice. Throughout the school year, the District may release directory information regarding students, limited to:
  - a. Name
  - b. Address
  - c. Grade level
  - d. Birth date and place
  - e. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - f. 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
  - g. Academic awards, degrees, and honors
  - h. Information in relation to school-sponsored activities, organizations, and athletics
  - i. Major field of study
  - j. Period of attendance in school
6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

Rantoul City Schools publishes a Public Notice Regarding the Destruction of Temporary Student Records in the News Gazette. In accordance with federal and state laws, student temporary records are maintained for five years after the student exits. A permanent record of the student's name, address, phone number, grades, attendance record and year completed is maintained for 60 years. The purpose of the destruction is to protect the student from improper and unauthorized disclosure of the confidential information contained within the file. Any parent/guardian of a student under the age of 18, or former student who has reached 18 years of age, may review and/or receive these records by contacting the Central Office at 217-893-5400.

Board Policy 7:340

### **Suicide And Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Board Policy 7:290

### **Technology Use, Guidelines, and Procedure**

#### **Acceptable Use Policy – Access To Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s). The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

- *Curriculum.* The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.
- *Acceptable Use.* All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.
- *Internet Safety.* Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:
  - a. Ensure staff supervision of student access to online electronic networks,
  - b. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
  - c. Ensure, to the extent reasonable, student and staff privacy, safety, and security when using electronic communications,
  - d. Restrict unauthorized access, including "hacking" and other unlawful activities, and
  - e. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.
- *Authorization for Electronic Network Access.* Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use. All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.
  - a. All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

- b. Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.
- c. Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a restriction of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.
- *Unacceptable Use.* The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - c. Downloading of copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Hacking or gaining unauthorized access to files, resources, or entities;
  - g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
- *Network Etiquette.* The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
- *No Warranties.* The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- *Indemnification.* The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
- *Security.* Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
- *Vandalism.* Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- *Telephone Charges.* The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long- distance charges, per-minute surcharges, and/or equipment or line costs.
- *Copyright Web Publishing Rules.* Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.
  - a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
  - b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

- *Use of Email.* The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.
  - a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
  - b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
  - c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
  - d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
  - e. Use of the School District’s email system constitutes consent to these regulations.

### **Access to Student 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.

Board Policies 6:235, 7:140

### **SOPPA Notice**

Annual Notice To Parents About Educational Technology Vendors Under The Student Online Personal Protection Act. School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois’ Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

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

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

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

- Permanent and temporary school student record information

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

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

Board Policy 7:345

### **Teen Dating Violence Prohibited**

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

Board Policy 7:185

### **Title I Parent and Family Engagement**

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalence among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalence among the District's schools. The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

*District-Level Parental and Family Engagement Involvement Compact.* The Superintendent or designee shall develop a District-Level Parent and Family Engagement Compact according to Title I requirements. The District-Level Parent and Family Engagement Compact shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

*School-Level Parent and Family Engagement Compact.* Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Compact according to Title I requirements. This School-Level Parent and Family Engagement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Board Policy 6:170

### **Violent Offender Community Notification**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. The sex offender information is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor). Illinois Statewide Child Murderer & Violent Offender Against Youth Registry is available at [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/).

### **Visitors/Parents, Classroom Observations and Volunteers**

#### **Guidelines**

Our district encourages visits by the parents, citizens and taxpayers. Parents of students attending the school have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed as to the day-to-day operation of the school. When visitors (including parents) come to school, they must stop by the Office to sign in to Raptor, our volunteer management system, with a driver's license or state ID (photo ID). Even if we know them well, or are regular visitors, they must sign in through Raptor. This is for safety purposes to know who is in our buildings at all times in case of emergencies. In receiving visitors, District personnel shall be cognizant of student welfare and safety and continuity of the educational program.

If you are interested in volunteering, please complete the Volunteer Application (Appendix E) and see the background check rules indicated on that form.

The following guidelines shall govern school visits:

- Parents shall pre-arrange visits to the school with the classroom teacher at least 24 hours prior to the visit if the intent is to visit a classroom. Any visitor other than a parent shall pre-arrange a visit with the Principal at least 24 hours prior to the visit.
- Absent unusual circumstances previously discussed with the Principal, school visits shall be limited to 1 hour per day.
- Parents/Visitors wanting to observe the educational program/classroom (other than lunchroom) must complete the Request for Access to and Observation of District Education Program Form (Appendix F).
- Visitors/Parents/Volunteers who frequent the building more than three times (except lunchroom) must complete a Background Check at the Police Station.
- All visitors must sign in through Raptor, show identification, and wear a visitor's badge.
- Visitors should identify themselves and inform office personnel of their reason for being at school.
- Visitors are required to proceed immediately to their location in a quiet manner.
- Visitors must return to the main office and to sign out before leaving the school.
- 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.
- School visits shall generally be limited to adults. Parents should avoid visiting school accompanied by other children.
- Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside student attendance hours or during the teacher's prep period.
- School visits to individual classrooms should be made only when the regularly assigned teacher is present.
- School and classroom visits shall not be disruptive or in any way interfere with the instructional program. All visits and visitors shall be subject to the authority of the Principal who may restrict or limit visitors, as he/she considers necessary.
- Visits to school by a student's friends and associates are not permitted except by special permission of the building principal or in the case of a special event for which a general invitation has been issued. A student must obtain permission at least one day in advance for such visits except when a special invitation has been issued.
- Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.
- On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions.
- Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.
- third party organizations (i.e., mentors, counseling services) must have prior approval from the Superintendent before meeting with children.

## Visitor Expectations

The RCS 137 Board of Education encourages close links with parents and the community. It believes that pupils benefit when the relationship between home and school is a positive one. The vast majority of parents, guardians, and others visiting our schools are seen to work with us and are supportive of the school. However, on the rare occasions when a negative attitude toward the school is expressed, this can result in aggression, verbal and/or physical abuse toward members of school staff or the wider school community. The governing body expects and requires its members of staff to behave professionally in these difficult situations and attempt to defuse the situation where possible, seeking the involvement as appropriate of other colleagues. However, all members of staff have the right to work without fear of violence and abuse, and the right, in an extreme case, of appropriate self- defense. We expect parents and other visitors to behave in a reasonable way towards members of school staff. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

- Strike, injure, threaten, harass, or intimidate a staff member, (e.g. standing very close to him/her), a Board member, sports official or coach, or any other person;
- Behave in an unsportsmanlike manner, or use vulgar or obscene language either in person or over the telephone.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon, looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property;
- Damage or deface school property and/or breach the school's security procedures;
- Violate any Illinois law, or town or county ordinance;
- Smoke or otherwise use tobacco products;
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, other lawful product, or illegal drug

- Be present when the person's alcoholic beverage, cannabis, other lawful product or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
- Use of possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
- Enter upon any portion of school premises at any time for purposes other than those that are lawful & authorized by the Board;
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
- Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
- Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
- Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

This is not an exhaustive list but seeks to provide an illustration of such behavior. Unacceptable behavior may result in the local authority and the police being informed of the incident.

### **Barrment Procedures**

In imposing a ban the following steps will be taken:

1. The parent/guardian/visitor will be informed, verbally and in writing, that she/he is banned from the premises, subject to review, and what will happen if the ban is breached (e.g. that police involvement or an injunction application may follow).
2. Where an assault has led to a ban, a statement indicating that the matter has been reported to the local authority and the police will be included.
3. The RCS Board of Education will be informed of the ban.
4. Where appropriate, arrangements for pupils being delivered to, and collected from the school will be clarified.

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

Board Policy 8:30

### **Waiver of Student Fees, Fines and Charges**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges.

Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if 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. You can find a fee waiver form on the RCS website or ask your school office for a copy.

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

- Illness in the family
- Unemployment
- Unusual expenses such as fire, flood, storm damage, etc.
- 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 any questions, you may contact the principal at the building. Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Board Policy 4:140



# **Appendices**

## **Appendix A: Extracurricular Activities Code of Conduct Contract**

### EJHS Extracurricular Activities Code of Conduct Contract

Updated 8/3/2020

Interscholastic extracurricular competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character. These activities provide an environment that fosters and helps to develop self-esteem, self-discipline policies during school and at all school related events, home and away, during the school calendar year. Therefore, students must demonstrate high ethics of sportsmanship and character such as:

<b>Trustworthiness:</b>	I am able to do what is right even when no one's watching.
<b>Honesty:</b>	I play fair. I am truthful. I show good sportsmanship.
<b>Negative Conduct:</b>	I will not use profanity. I will not flash obscene gestures. I will not participate in play fighting (shadow boxing). I will not use offensive language in a sexual or racial nature. I will not trash talk or taunt. I will not participate in boastful celebrations.
<b>Respect:</b>	I will honor the rules of the game and game officials. I will not complain or argue with officials' calls or decisions during or after an athletic event.
<b>Self Control:</b>	I will not fight or show excessive displays of anger and/or frustration.
<b>Education:</b>	I will make classwork a priority. I understand that athletics and extracurriculars are a privilege.

As a participant in any J.W. Eater Junior High School extracurricular activity, I must act in accordance with the following:

1. I understand that it is a privilege to participate in extracurricular activities
2. I understand that I represent myself, my family, my school, and I will conduct myself in an appropriate manner at all times.
3. I understand that school rules apply at all times.
4. I understand that I must be passing all classes to be eligible to participate in extracurricular activities.
5. I understand that if I am ineligible for 3 consecutive weeks, I will be removed from the extracurricular activity that I am participating in.
6. I understand that if I cut a class, I will be suspended from that day's practice or game.
7. I understand that if I am unexcused from school, I will be suspended from the next contest.
8. I understand that if I am chronically truant, I will be removed from the team.
9. I understand that if I do not dress and/or participate in Physical Education the day of a game, I may not be allowed to start or participate in the game.
10. I understand that if I receive any discipline consequences throughout the day, this may result in suspension from the day's activity, contest, or even removal from the team.
11. I understand that if I am not at school on time the day of the contest, I will not be eligible to participate in that day's contest.
12. I understand that I am responsible to be on time for school the day after an event. If I am tardy the day after an athletic event, I will need to provide a doctor's note or I may be removed from the next competition.
13. I understand that extracurricular activities at J. W. Eater Junior High School take priority to other outside activities. Exceptions will be made on a case by case basis.

14. I understand that if I quit a sport, I will not be eligible to tryout or participate in another sport until the original season is over.
15. I understand that if I am not academically eligible and I am removed from a team, I cannot tryout for another team until the original sport's season is over.
16. I understand that in accordance with IESA By-Law 3.042, I am not allowed to participate on a team or club outside of school in the same sport/activity that I am participating in at school.

**Note:** Students who violate school policies may be denied the privilege of participating in additional extracurricular activities such as dances, field trips, assemblies, etc. Students who are involved with an extracurricular program at the time they violate a school policy may face suspension or dismissal from that program.

I, \_\_\_\_\_, have read and understand this contract. I pledge to abide by all regulations and expectations set down for all students by my school, coaches, athletic director, administration and the IESA.

I also understand that this contract must be turned into the athletic director in order to be eligible to participate in all IESA activities. Failure to sign and turn in this contract will result in automatic ineligibility.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Appendix B: Concussion Information Sheet

### Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:	
<ul style="list-style-type: none"><li>• Headaches</li><li>• “Pressure in head”</li><li>• Nausea or vomiting</li><li>• Neck pain</li><li>• Balance problems or dizziness</li><li>• Blurred, double, or fuzzy vision</li><li>• Sensitivity to light or noise</li><li>• Feeling sluggish or slowed down</li><li>• Feeling foggy or groggy</li><li>• Drowsiness</li><li>• Change in sleep patterns</li></ul>	<ul style="list-style-type: none"><li>• Amnesia</li><li>• “Don’t feel right”</li><li>• Fatigue or low energy</li><li>• Sadness</li><li>• Nervousness or anxiety</li><li>• Irritability</li><li>• More emotional</li><li>• Confusion</li><li>• Concentration or memory problems (forgetting game plays)</li><li>• Repeating the same question/comment</li></ul>
Signs observed by teammates, parents and coaches include:	
<ul style="list-style-type: none"><li>• Appears dazed</li><li>• Vacant facial expression</li><li>• Confused about assignment</li><li>• Forgets plays</li><li>• Is unsure of game, score, or opponent</li><li>• Moves clumsily or displays in coordination</li><li>• Answers questions slowly</li><li>• Slurred speech</li><li>• Shows behavior or personality changes</li><li>• Can’t recall events prior to hit</li><li>• Can’t recall events after hit</li><li>• Seizures or convulsions</li><li>• Any change in typical behavior or personality</li><li>• Loses consciousness</li></ul>	

Adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport  
Document created 7/1/2011, Reviewed 4/24/2013, 7/2015, 7/2017, 6/2018

## Concussion Information Sheet

### What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

### If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return-to-Play Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

### **Student/Parent Consent and Acknowledgements**

By signing this form, we acknowledge we have been provided information regarding concussions.

#### **Student**

Student Name (Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Parent or Legal Guardian**

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Each year IESA member schools are required to keep a signed Acknowledgement and Consent form and a current Pre-participation Physical Examination on file for all student athletes.

Adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport  
Document created 7/1/2011, Reviewed 4/24/2013, 7/2015, 7/2017, 6/2018

## Appendix C: Early Entrance to Kindergarten Request Form

### RCS Early Entrance to Kindergarten Request Form

This form shall be completed and returned before May 30th for a child to be considered for Early Entrance for the following school year. Please return this form to the school your child would attend (this is based upon your address). Call our Student Systems Director at 217-893-5452 for assistance in determining your school.

Parent/Guardian Name: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Birthday: \_\_\_\_\_

**Siblings:**

Name	Age

**Educational Experience:** (If your child attends the RCS Preschool Program, you must submit a referral for Early Entrance from your current teacher)

Name of Daycare/Preschool	Date of attendance	Referral from Teacher (yes or no)

Please answer the following questions to the best of your ability. We appreciate your expertise about your child's social experiences.

1. Describe how your child expresses emotions of happy, sad, anger/frustration.

2. Is your child willing or not willing to share materials with other children? How do they react when objects are taken away from them?

3. How does your child interact with familiar adults? Are they shy, willing to talk, manipulative, argumentative?

4. How does your child interact with other children?

5. Is your child able to take care of their personal needs such as bathroom, nose wiping, zippers, and buttons? If not, please explain the support needed.

6. Please share any other relevant information that you would like us to know about your child.

**Appendix D: School Medication Authorization Form**



**RANTOUL CITY SCHOOLS**  
**BROADMEADOW-EASTLAWN-NORTHVIEW-PLEASANT ACRES-JW EATER**  
400 EAST WABASH AVENUE, RANTOUL, IL 61866  
217.893.5400 - WWW.RCS137.ORG

**7:270-E1 School Medication Authorization Form**

*To be completed by the child's parent(s)/guardian(s).*

*This form is to be used for medication other than medical cannabis. (See 7:270-E2, School Medication Authorization Form - Medical Cannabis.) A new form must be completed every school year for each medication. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.*

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Additional Emergency Phone: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*To be completed by the student's physician, physician assistant with prescriptive authority, or advanced practice RN with prescriptive authority:*

Prescriber's Printed Name: \_\_\_\_\_ Office Phone: \_\_\_\_\_ Emerg Phone: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Medication Name: \_\_\_\_\_  
Purpose of Medication: \_\_\_\_\_  
Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_  
Time medication is to be administered or under what circumstances: \_\_\_\_\_

Prescription Date: \_\_\_\_\_ Order Date: \_\_\_\_\_ Discontinuation Date: \_\_\_\_\_  
Diagnosis requiring medication: \_\_\_\_\_  
Is it necessary for this medication to be administered during the school day?  Yes  No  
Expected side effects, if any: \_\_\_\_\_  
Time interval for re-evaluation: \_\_\_\_\_  
Other medications student is receiving: \_\_\_\_\_  
Prescriber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***For only Parent(s)/Guardian(s) of students requiring asthma inhalers and/or epinephrine injectors:***

Is the asthma inhaler and/or epinephrine injector required under a qualifying plan pursuant to 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20?  Yes  No

*Parent(s)/Guardian(s) please attach prescription label (asthma inhaler) and/or written statement (epinephrine injector) here:*

*For **asthma inhalers**, attach the prescription label with the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered. 105 ILCS 5/22-30(b)(2)(i).*

*For an **epinephrine injector**, attach a written statement from the student's physician, physician assistant, or advanced practice registered nurse containing the name and purpose of the epinephrine, injector; the prescribed dosage; and the time or times at which or the special circumstances that the epinephrine injector should be administered. 105 ILCS 5/22-30(b)(2)(ii)(A)-(C).*

**RANTOUL CITY SCHOOLS EXISTS TO BUILD A STRONGER COMMUNITY BY EDUCATING OUR STUDENTS.**  
**RANTOUL CITY SCHOOLS - 400 E. WABASH AVE. - RANTOUL, IL 61866**

**For only parents/guardians of students who need to self-administer medication required under a qualifying plan:**

I grant permission for my child to self-administer his or her medication required under an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action and Treatment Authorization Form, a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or a plan pursuant to the federal Individuals with Disabilities Education Act. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20.

**Medication(s) other than asthma inhalers and/or epinephrine injectors (complete section above) required under a qualifying plan that student is permitted to self-administer:**

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_  
Diagnosis requiring medication: \_\_\_\_\_  
Is it necessary for this medication to be administered during the school day?  Yes  No  
Expected side effects, if any: \_\_\_\_\_  
Time interval for re-evaluation: \_\_\_\_\_  
Other medications student is receiving: \_\_\_\_\_  
Prescriber's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the medication is an asthma inhaler or epinephrine injector, be also sure to complete the section above and attach the required label and/or written statement as required above.

**Please initial to indicate**

- (1) receipt of this information, and**
- (2) authorization for your child to self-administer medication under a qualifying plan.**

Parent/Guardian Initials \_\_\_\_\_

**For only parents/guardians of students who need to carry and use their asthma medication or an epinephrine injector:**

I authorize the School District and its employees and agents, to allow my child to self-carry and self-administer his or her asthma medication and/or epinephrine injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-carry and self-administration of asthma medication or epinephrine injector. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799, eff. 1-1-19.

- Please initial to indicate (1) receipt of this information, and (2) authorization for your child to carry and use his or her asthma medication or epinephrine injector.**

Parent/Guardian Initials \_\_\_\_\_

**For ALL parents/guardians:**

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, on my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine injectors, opioid antagonists, or asthma medication to my child when there is a good faith belief that my child is having an anaphylactic reaction, opioid overdose, or asthma episode, whether such reactions are known to me or not, and if applicable, undesignated glucagon when authorized by my child's diabetes care plan and if my child's glucagon is not available on-site of has expired. 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799, 105 ILCS 145/27, added by P.A. 101-428.

**I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.**

Parent/Guardian Printed Name: \_\_\_\_\_

Address (IF DIFFERENT from student's above): \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Other Emergency Phone: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**RANTOUL CITY SCHOOLS EXISTS TO BUILD A STRONGER COMMUNITY BY EDUCATING OUR STUDENTS.**



**Appendix E: Volunteer Application**



**RANTOUL CITY SCHOOLS**  
**BROADMEADOW-EASTLAWN-NORTHVIEW-PLEASANT ACRES-JW EATER**  
**400 EAST WABASH AVENUE, RANTOUL, IL 61866**  
**217.893.5400 - WWW.RCS137.ORG**

**Volunteer Application**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address: \_\_\_\_\_

- 1. Do you have student(s) enrolled in Rantoul City Schools #137? Yes / No
- 2. In which school(s) are you interested in volunteering? Broadmeadow / Eastlawn / Northview / Pleasant Acres / PreK / JW Eater
- 3. Special Interests/Skills/Hobbies:

4. Previous experience working with children:

5. I would like to assist in a classroom in the following ways:

- \_\_\_\_\_ Tutor an individual student or small group in (list preferred subject)
- \_\_\_\_\_ Assist in the classroom as a general classroom aide
- \_\_\_\_\_ Do clerical work during the school day (copying, filing, making games, etc.)
- \_\_\_\_\_ Hall monitor, lunch / recess supervision
- \_\_\_\_\_ Before and/or after school programs
- \_\_\_\_\_ Other (please list)

6. Have you ever been convicted of or pled guilty or no contest to a charge of sexual or physical abuse of a minor? Use back of form if needed. Yes / No (If yes, please explain):

Character References: List two non-family members who would be supportive of your working with children.

- 1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- 2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Waiver of Liability**

The District does not provide insurance coverage to non-District personnel serving as volunteers for the District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the District and to document the volunteer's acknowledgement that they are providing volunteer service at their own risk.

By your signature below: You acknowledge that the District does not provide insurance coverage for the volunteer for any loss, injuries, illness or death resulting from the volunteer's unpaid service to the District. You agree to assume all risk for death or any loss, injury, illness, or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the District. You also agree to waive any and all claims against the District, or its officers, Board Members, employees, agents or assigns, of or loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the District.

I certify that all of the information I have provided in the process of submitting this form is true and correct to the best of my knowledge. I voluntarily and knowingly authorize any person named herein as a reference to give Rantoul City Schools #137 any information they may have regarding my character and fitness for working with children and fully release and discharge all such contacts from liability for information provided. I authorize Rantoul City Schools #137, Illinois to conduct a fingerprint-based criminal record check, if needed. I also acknowledge and understand the school will do a check of all employees and volunteers against the statewide and/or national sex offender database and that I will not be allowed to volunteer until the above is completed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS INFORMATION WILL BE KEPT CONFIDENTIAL**  
**RANTOUL CITY SCHOOLS EXISTS TO BUILD A STRONGER COMMUNITY BY EDUCATING OUR STUDENTS.**

**RANTOUL CITY SCHOOLS - 400 E. WABASH AVE. - RANTOUL, IL 61866**

**Volunteer Background Check Requirements**

	Volunteer Application	Name-Based	RCS Fingerprint w/ RPD	Fingerprint 3rd Party**	Check-in Daily
Tutor / aide <b>not</b> working under direct teacher supervision.	YES		YES		YES
Tutor / aide working under direct teacher supervision or in a role with no one-on-one contact with students.	YES	YES			YES
Occasional Parent/Guardian Volunteer	NO	YES			YES
Occasional Presenter / Guest Speaker with no one-on-one contact with students.	NO	YES			YES
Student Observers*	NO	YES		YES	YES
Student Teachers*	NO		YES	YES	NO
Outside Service Providers*	NO			YES	YES
Contractors*	NO			YES	YES
Volunteer Coaches	YES		YES		NO
Mentors through outside agencies*	NO			YES	YES

\*These individuals should have third party documentation from their university, employer, or outside agency that meets the requirements of the Volunteer Application, and the third party must provide that documentation to the District prior to working in schools.

\*\*Third part fingerprint results must be provided to the District prior to the individual working in schools.

**RANTOUL CITY SCHOOLS EXISTS TO BUILD A STRONGER COMMUNITY BY EDUCATING OUR STUDENTS.**

**Appendix F: Request for Access to and Observation of District Education Program Form**

**RCS #137 Request for Access to and Observation of District Educational Programs by Parents, Independent Educational Evaluators or Qualified Professionals**

Student name: \_\_\_\_\_ DOB: \_\_\_\_\_

School attending: \_\_\_\_\_ Grade: \_\_\_\_\_

The following information must be completed by individuals requesting to access a school building, facility, and/or educational programs. Please complete this form and return it to the Building Principal where the student is enrolled. He or she will contact you to coordinate your visit:

**Parent/Guardian** *(Complete this section if the person making the request is the parent/guardian.)*

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

I am the parent/guardian of the above-named student and wish to observe my child in the following classroom/settings: \_\_\_\_\_ for the purpose of: \_\_\_\_\_

I am the parent/guardian of the above-named student and wish to observe the following classroom/settings which have been recommended for my child: \_\_\_\_\_ for the purpose of: \_\_\_\_\_

***Observations are limited to one hour or one class period per semester.***

**Parent's Independent Evaluator or Other Qualified Professional** *(Complete this section if the person making the request is not the parent/guardian.)*

Name: \_\_\_\_\_ Agency/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Address: \_\_\_\_\_

I have been requested by the above named student's parent/guardian to conduct an observation of the student for the purpose of: \_\_\_\_\_

As part of this evaluation, I am requesting the following for the length of time noted:

Observation of student in the following classroom(s)/setting(s): \_\_\_\_\_  
Duration: \_\_\_\_\_

**ALL COMPLETE THIS PORTION**

**Acknowledgement** *(To be completed by the person making the access request.)*

I understand that the School District will allow me reasonable access to the school, school facilities, or educational programs or individual(s) I have requested as related to the purpose of my visit. I further understand that during my visit, I must honor all students' confidentiality rights and refrain from any re-disclosure of such records.

\_\_\_\_\_  
Individual Requesting Access Signature

\_\_\_\_\_  
Date

**Parent/Guardian Verification** *(Must be completed whenever an independent evaluator or other qualified professional requests access.)*

I, \_\_\_\_\_, am the parent/guardian of the above-named student, and I confirm that I have requested an evaluation of my child by the individual named herein, for the stated purpose(s). I have no reason to believe the evaluator poses a safety risk to my child or others. I further understand and agree that it is my responsibility to notify the School District in writing if I end my working relationship with the named observer prior to the completion of the tasks outlined herein and that the School District otherwise will work with the evaluator to provide reasonable access to the school, school building, school facility, personnel, or my child at mutually agreed upon times and in a manner that is least disruptive to the school setting or my child's academic program.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date