

***EARLY CHILDHOOD (EC) – 8<sup>th</sup> Grade  
STUDENT and PARENT HANDBOOK  
2018-2019***



***RCS VISION***

***Rantoul City Schools is a collaborative community of empowered learners  
that inspires all to grow beyond limits.***

***RCS MISSION***

***The mission of Rantoul City Schools is to empower learners to grow beyond limits by:***

- ***Providing a nurturing environment where learners feel free to take risks***
- ***Ensuring individual needs are met through engaging opportunities***
- ***Expecting and recognizing academic and behavioral excellence***

***RCS MOTTO: GROW BEYOND***

Michelle Ramage  
Superintendent

Jennifer Frerichs  
Assistant Superintendent

Barb Moore  
Director of Special Education

Allison Didier  
Assistant Director of Special  
Education

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 w/your children's teacher or inquire at the office before an incident occurs.

\*This 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.

**Broadmeadow School (BdM):**

Tom Magers, Principal [tmagers@rcs137.org](mailto:tmagers@rcs137.org)  
Deb Stevens, Assistant Principal [dstevens@rcs137.org](mailto:dstevens@rcs137.org)  
500 Sunview Rd., Rantoul, IL, 61866  
The school phone number is 217-893-5405. The automated attendance hotline number is 217-893-5405.  
The school website is <http://www.rcs137.org/bm/index.php>

**Pleasant Acres School (PA):**

Becky Krall, Principal [bkrall@rcs137.org](mailto:bkrall@rcs137.org)  
Bethany Stoddard, Assistant Principal [bstoddard@rcs137.org](mailto:bstoddard@rcs137.org)  
1625 Short St., Rantoul, IL, 61866  
The school phone number is 217-893-4141. The automated attendance hotline number is 217-893-5402.  
The school website is <http://www.rcs137.org/pa/index.php>

**Eastlawn School (EL):**

Chris Forman, Principal [cforman@rcs137.org](mailto:cforman@rcs137.org)  
Samantha (Samie) Sebestik, Assistant Principal [ssebestik@rcs137.org](mailto:ssebestik@rcs137.org)  
650 N. Maplewood Dr., Rantoul, IL, 61866  
The school phone number is 217-892-2131. The automated attendance hotline number is 217-893-5404.  
The school website is <http://www.rcs137.org/el/index.php>

**Northview School (NV):**

Kelly Mahoney, Principal [kmahoney@rcs137.org](mailto:kmahoney@rcs137.org)  
Cara Tweedy, Assistant Principal [ctweedy@rcs137.org](mailto:ctweedy@rcs137.org)  
400 N. Sheldon, Rantoul, IL, 61866  
The school phone number is 217-892-2119. The automated attendance hotline number is 217-893-5403.  
The school website is <http://www.rcs137.org/nv/index.php>

**Early Childhood Schedule and Information**

All E.C./K-5 Buildings AM Program: 9-11:30 PM Program: 1-3:30  
Central Office Early Childhood Information: 217-893-5456, Special Education Secretary

**K-5 School Schedule**

7:40 a.m. Breakfast  
8:00 a.m. School begins/tardy bell rings  
2:30 p.m. Dismissal of students

**JW Eater Junior High School (JWE):**

Dr. Scott Woods, Principal/Bilingual Director [swoods@rcs137.org](mailto:swoods@rcs137.org)  
Heather Jacobs, Assistant Principal [hjacob@rcs137.org](mailto:hjacobs@rcs137.org)  
April Jackson, Assistant Principal [ajackson@rcs137.org](mailto:ajackson@rcs137.org)  
400 E. Wabash Ave., Rantoul, IL, 61866  
The school phone number and attendance hotline number is 217-893-5401.  
The school website is <http://www.rcs137.org/jwe/index.php>

**J.W. Eater Schedule**

8:05 Breakfast  
8:20 School begins  
3:05 Dismissal of students

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## **ACADEMIC INFORMATION**

### **ARRIVAL/DISMISSAL TIMES & EARLY DISMISSALS**

School	Classes begin	Dismissal	½ day Early Dismissals: no Early Childhood AM or PM
<b>Early Childhood AM</b> <b>Early Childhood PM</b>	8:00 AM 12:00 PM	10:30 AM 2:30 PM	No AM or PM Early Childhood: Aug 31; Sept 14, 28; Oct 26; Nov 9; Jan 25; Feb 15; Apr 12, 26; May 24(*depending on use of emergency days)
<b>Kindergarten – 5<sup>th</sup> grade</b>	8:00 AM	2:30 PM	11:00 AM
<b>Eater Junior High</b>	8:20 AM	3:05 PM	11:30 AM

#### **ALL STUDENTS (EC-8<sup>TH</sup> GRADE)**

Upon dismissal for the school day, students are expected to go directly home [or to the place designated by their parent(s)]. 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.

Parents 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 prior to take-up time, *they are not responsible for supervision of students*.

***\*\*During severe weather, students may be admitted to the building prior to the normal take-up time. They will be expected to stand quietly in the hallway until it is time for the students to move to their classes (at Eater – to their Eater 101 class)***

#### **E.C./K-5<sup>th</sup> GRADE**

Doors do not open until 7:40 am. Students cannot be dropped off or be at the school before 7:40am, which is when breakfast is served. There is no supervision before 7:40am. Early Childhood students must be picked up immediately following dismissal.

**As indicated on the Dismissal Form completed upon registration/start of the school year, parents are aware of the following:**

- Your choice indicated on the Dismissal Form 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 Dismissal Form and will do so before 1:30pm.
- 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.

**This is for the safety of all of our students to ensure they are dismissing in the manner you have requested.**

#### **J.W. EATER JUNIOR HIGH**

Students are not to arrive on school grounds before 7:50 am. We have no provision for supervision outside the building before this time. Students participating in the breakfast program may arrive at 7:50 am and wait at the main entrance for admittance to the building. Doors will open at 7:55am for breakfast.

##### J.W. Eater Daily Schedule

7:55 A.M. Breakfast begins

8:05 A.M. **Students may enter building. Upon entering, students should report directly to Eater 101.**

8:20 A.M. Tardy Bell

3:05 P.M. Students dismissed

3:10 P.M. Teachers' workday ends

#### **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. If the 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 fees will be collected for book rental. If book rental was not paid at the initial entry to Rantoul Schools, it will be collected prior to entry into the new school. If book fees are not paid it will result in your child receiving "not good standing" on Illinois Transfer Form.

**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 SchoolMessenger calls, whether as a reminder of an event or information about an emergency, such as school closure, your phone number must be updated.**

#### **AFTER SCHOOL – J.W. EATER**

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.

**ATTENDANCE, ABSENCE, & 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
  - Reporting to officials under the Juvenile Court Act
- Appropriate school discipline  
Referral to the State's Attorney

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. Students who are unexcused from school will not be allowed to make up missed work. *Board Policy 7:70*

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

Personal Illness	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.

**A doctor's note is required for 3 or more consecutive days of absence to explain the student's absence. If a child's tardy and/or absence total exceeds ten percent of the days enrolled the parent will be required to provide a written notice.** 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 1, before 8:00 AM to report the reason that he/she will not be in school.** If there is no communication by the parent 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.

According to Illinois State Board of Education regulations, students attending 150 minutes or less are counted as absent for the entire day. Students in attendance 151 to 299 minutes (at least 2 1/2 hours) are counted as being in attendance for 1/2 day. Students attending 300 minutes or more are considered being in attendance for the entire day. **Leaving 15 minutes early or arriving 15 minutes late does count against perfect attendance.**

**JW Eater:** In cases of extended absences, (3 days or more) parents may request homework to be gathered for their child before 10:00 AM only. The request will be forwarded to the teachers by the office staff. The homework will not be ready for pick up until 3:10p.m. on the day it is requested.

**EC/K – 8<sup>th</sup> gr Excused Tardiness to School:**

Students who are late to school for any reason (illness, appointment or family emergencies), must be called in by a parent or guardian. **Call the school office by 9:00 am.** When tardy to school, a student must "sign in" in the attendance center. If a parent or guardian did not call or the student does not have a note from a doctor, then he/she will receive the pending consequence and has one day to bring the note or call the office. If a student establishes a pattern of tardiness the appropriate consequence will be given immediately. **\*\*A doctor's note or other documentation is required for any absence or tardy to be excused.**

**J.W. EATER TARDY POLICY**

J.W. Eater students are expected to be in their classrooms with their materials, prepared to learn at 8:20 am each morning. Any student who enters the building after 8:20 am is considered to be tardy to school. **When students are on time for school, they are able to engage more fully in their learning. Being on time to school shows students are ready to learn, responsible for their learning, and respectful of their peers and teachers.**

**J. W. Eater Unexcused Tardiness to School:**

Oversleeping, bad weather, missing the bus, or lack of transportation is not an acceptable reason for tardiness. When tardy to

school, a student must “sign in” in the attendance center.

Students are tardy if they are not in an assigned station (as designated by the teacher or his/her class schedule) when the bell rings. If chronic tardiness or absence occurs, a referral to the Regional Office of Education’s Attendance Improvement Office may also result.

If a parent or guardian fails to notify the school with an acceptable reason for tardiness to school, the following Behavior guidelines have been established:

- 1<sup>st</sup> offense - Warning
- 2<sup>nd</sup> offense - Counseling by Advisory Teacher
- 3<sup>rd</sup> offense – Counseling by Grade Level Team
- 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> offenses – Detention after school until 3:40 p.m. (Day assigned by Administrator or Intervention Coordinator)
- 7<sup>th</sup> & subsequent offenses – Extra-curricular activity restriction for the remainder of the quarter.

Students will have an opportunity to start fresh at the beginning of each quarter.

**J.W. Eater Tardiness to Class:** Tardiness to class is handled individually by each grade level team. Grade level expectations are supported by the administration as needed.

### **ASSIGNMENT BOOKS – 3-8<sup>th</sup> GR**

Each student in grades 3-8 will receive a Student Assignment Book and are expected to record their assignments in these books each day before going home from school. This will help parents, teachers and students to communicate more effectively concerning assignments. If the Assignment Book is lost or misplaced, a charge of \$5.00 will be assessed each time that a new Assignment Book has to be issued.

JW Eater students will receive the Student Assignment Book during their Eater 101 Class. These Assignment Books are to be used daily by all students. The Assignment Book is also used as a hallway pass. If the Assignment Book is lost or misplaced, a \$5 fee will be assessed each time that a new Assignment Book has to be issued. Students should be reminded to keep their Assignment Book with him/her and treat it in the same manner as he/she would treat their textbooks.

### **ID CARDS - J.W. EATER:**

All J. W. Eater 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 Principal’s Secretary in the Principal’s Office. The cost is \$2.

### **INNOVATION CENTER – J.W. EATER**

1. The Innovation Center is open from 8:20 AM to 3:10 PM. 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.
2. 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.
3. Students must pay for damaged or lost books. Students are encouraged to pay for lost books promptly to clear their record.
4. Money will be refunded if the book is later found.
5. Students with uncleared fines may lose Innovation Center privileges.

### **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 media 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.

### **PARENT/TEACHER CONFERENCES**

The teachers normally remain in the building until 3:10 (Eater)/3:00 (EC-5<sup>th</sup>) each evening. 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. This year, Parent/Teacher Conferences will be held twice a year - Oct 4th and Mar 7th. The conference times will be Thursday evenings only:

Early Childhood - 5<sup>th</sup> grade: 3:15 p.m. - 8:15 p.m.

Jr. High: 3:30 p.m. - 8:30 p.m.

### **PROMOTION/RETENTION**

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, and assessments. A student will not be promoted based upon age or any other social reason not related to academic performance. The principal will consider whether the needs of the student are best met through retention. The 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.

### **REPORT CARDS**

Report cards will no longer be mailed at the end of each nine-week period. Parents/Guardians have access to student grades through Skyward and a printed copy will be sent home with students each quarter. 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).

### **J.W. EATER SCHOOL-WIDE 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. A list of students achieving Honor Roll is published quarterly in the Rantoul Press, a local newspaper.

93% - 100%	High Honors
85% - 92%	Honor Roll
84% - 76%	Average
75% - 70%	In Danger
69% or below	Failing

### **NATIONAL JUNIOR HONOR SOCIETY – J.W. EATER**

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

1. You must have attended Eater Junior High School for the previous three full quarters prior to induction. Transfer students may be approved by the sponsors based on their individual merit.
2. You must have received an average of 88% during **each** of the three prior quarters.
3. You 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**

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.

All new students must present a birth certificate and immunization record at registration. All transfer students from an Illinois public school must have an Illinois Transfer Form that indicates the transfer student is a "student in good standing". *Board Policy 7:50*

If a parent of child who is born after 9/1/2012 (AND before 12/1/2012) wants to appeal the kindergarten enrollment age eligibility for the 2017-18 school year, the parent must complete an "Early Entrance Appeal Form" which can be obtained from your school office or the Central Office. Be sure that the following items are completed within the appeal:

- Your written a 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 is attached to the form. **Appeals without a copy of the birth certificate will not be accepted.**
- The parent has signed the form. **Unsigned forms will not be accepted.**

No appeal form will be accepted after July 20, 2018. The Early Entrance screenings will be completed on August 1st at the Administration Building. This is a one-time screening day. Make-up appointments will not be scheduled. Central Office administration will make the final enrollment decision and inform parents via a written memo mailed on August 4th.

### **BIRTH CERTIFICATES AT REGISTRATION**

Parents/guardians of students enrolling in the District for the first time must present a certified copy of the student's birth certificate. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall 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 Principal shall so refer the case. The Principal 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. *Board Policy 7:50*

### **INSURANCE (STUDENT)**

**A Student Insurance program is available; however, RCS offers no assurances regarding the coverage.** If you wish to apply for the Student Accident Insurance, brochures will be available in your child's Principal's Office. 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 Rantoul City Schools**. A separate check (from that being used for Registration Fee) is necessary for the insurance.

### **REGISTRATION FEES**

The registration fees for the current school year is **\$90.00 (K-8<sup>th</sup> 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 J.W. Eater Fees:**

- Lock - \$5.50 per lock and need 2 locks (PE & hallway) = \$11
- Assignment Notebook \$5 each
- ID replacement \$2 and Lanyard replacement – only assessed if student loses ID/lanyard
- 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 \$150 – includes broken screen and/or hinge or Chromebook is lost or stolen

- Broken Screen Fee \$75
- Charger Fee \$50
- Keyboard/Touch Pad Fee \$40
- Other/Additional Damage Fee to be determined based on actual cost of services or replacement

If payment is made by check it would expedite matters and save you considerable time if a separate check was made out for each child. **ALL CHECKS MUST BE MADE PAYABLE TO THE RANTOUL CITY SCHOOLS.** Receipts will be given upon payment of these fees. **If you are on Public Aid you must present your medical card in order to obtain your child's books.**

REFUNDS - The list of fee charges are for the entire school year. If a student should leave the school system prior to the end of the school year, refunds will be made on a quarterly basis. For example, if a student should enroll in RCS during the first quarter of the school year, he/she would be charged the full amount for the school year. If a student leaves during the first quarter of the school year, he/she would receive a refund of three-fourths of the amount charged at the beginning of the school year.

### **WITHDRAWAL OR TRANSFER FROM SCHOOL**

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 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/INFORMATION***

### **CAFETERIA PROGRAM**

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 PM.** 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.

All students are expected to eat lunch in the school cafeteria and remain on school grounds. If a student elects to not eat a 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 in 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 w/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 OPTION (CEO)**

Our district qualifies for Community Eligibility Option (CEO) through the Illinois State Board of Education. CEO 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 CEO for school year 2018-2019, the district must have one or more schools that have an **identified student** percentage of 40% or greater as of April 1, 2013. 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; CEO 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 CEO 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 (CEO participants who bring Cold Lunch) will be charged a milk fee. **Milk \$.40 - per milk.**

\*\*\*\***This means no free/reduced lunch eligibility forms.**\*\*\*\*

MILK (1/2 PINT): \$.40      ADULT BREAKFAST: \$2.50      ADULT LUNCH: \$3.50

**Parents may eat breakfast or lunch at school w/their child(ren).** However, the parent must call the Office on the day prior to the one they plan to eat so the Cafeteria Staff can plan accordingly. Tickets may be purchased in the Office upon arrival at school.

### **CHECKS (Payments made by checks)**

All checks for Lunch and Material Fees are to be made payable to **Rantoul City Schools**. 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 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 Finance Manager at 217-893-5400.

## ***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 other 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 7:180-AP1, E5, *Report Form for Bullying and School Violence*. This form can be found in the attendance office or online. 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:

1. Walk while inside the school building and use "inside voice"—reserving loud talking and playing for "outside time" at recess.
2. 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.
3. Participate in all class activities.
4. Students will resolve differences without physical contact or fighting. (Hands and feet are to be kept to oneself. No touching, tripping, kicking or hitting is allowed.)
5. Treat school property with respect, doing their part to keep it attractive and free from damage. Pick up own litter, etc.
6. Respect the rights of staff members and other students and any parents or visitors to our school. (This implies that students will keep hands and feet to oneself. No touching, kicking, pushing or hitting is allowed.)
7. 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.
8. 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.

### **BEHAVIOR**

Behavior that is disruptive to learning 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<sup>th</sup>) or RECESS (K-5<sup>th</sup>) RESTRICTION**

Students may be assigned lunch restriction as a means to modify behavior. At J.W. 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 K-8<sup>th</sup> gr**

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

1. Arrive by 3:05 p.m. (Eater)
2. Bring necessary supplies - homework, something to read, pen/pencil, etc.
3. Remain quiet and adhere to the staff member's expectations.

#### **SOCIAL EXCLUSION – J.W. EATER**

A student may be excluded from extra-curriculars 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 K-8<sup>th</sup> gr**

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.

### **IN SCHOOL SUPERVISION (ISS) K-8<sup>th</sup> gr**

A student may be assigned to ISS for a variety of reasons as a means to modify behavior. For K-5<sup>th</sup> gr students this is often, but not always, a shorter period of time for the child to reset before returning to class. At J.W. Eater, ISS is a rigid program, with strict supervision, in a classroom. Students assigned to ISS are expected to be cooperative, respectful at all times and to follow all rules including no communication with other students, no sleeping, no eating or drinking (other than lunch), no gum chewing, etc. Students will work on classroom work and assignments. They may not be permitted to attend any in-school or after-school functions on the day of ISS. Other restrictions often result when in-school supervision is necessary.

### **OUT OF SCHOOL SUSPENSION (OSS) K-8<sup>th</sup> gr**

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 develop a plan for student success, both academically and behaviorally, upon return.

### **OTHER ITEMS WITH RESTRICTIONS**

1. **Toys or personal belongings** including, but not limited to electronic games, all types of toys, games including trading cards, drones, etc.
2. **Sporting equipment** (basketballs, tennis balls, etc.)
3. **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)**.
4. **Alcohol, tobacco, and other drugs** including electronic cigarettes, substances, look-a-like drugs or counterfeit drugs, etc.
5. **Other items** including (but not limited to) matches, lighters, pocket knives, multi-use tools, or similar items.
6. **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 EJHS. Students must provide their own lock. Other items must be able to be stored in the student's locked locker.
7. **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.

Jr. High students may (at their own risk of loss) use CD players/Ipod/MP3 **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, whether or not school is in session when such activity occurs, which threatens the ability of the district to maintain a safe, orderly and disciplined educational atmosphere. This policy is not limited to school sponsored and school related events. This policy does include student behavior on field trips.

### **REPORTING CRIME**

Aside from the requirement of statutes on crime reporting, liability law requires the report to police of any allegation of crime, which might be reasoned to be a future danger to students and/or school staff. Law requires that any incident in which a student makes physical contact with a staff member be reported to the police.

### **PERSONAL TECHNOLOGY DEVICES AT SCHOOL – J.W. EATER**

Students may bring personal technology devices, including, but not limited to, cell phones, iPads, tablets, etc, to school during the school day; however, these must remain turned off and out of sight throughout the day. Personal technology devices are required to be stored in the student's locker during the day. Students are prohibited from using personal technology devices or having it "powered on" at school by students between the hours of 8:20 am and 3:05 pm. This applies to instructional time and non-instructional times, such as lunch, passing periods, restrooms, or locker rooms. J.W. 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.

- 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 personal technology device at the end of the school day.
- 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 pm - 4:00 pm.
- 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 pm - 4:00 pm. 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 into the office for the

remainder of the year, an opt-out agreement, etc.

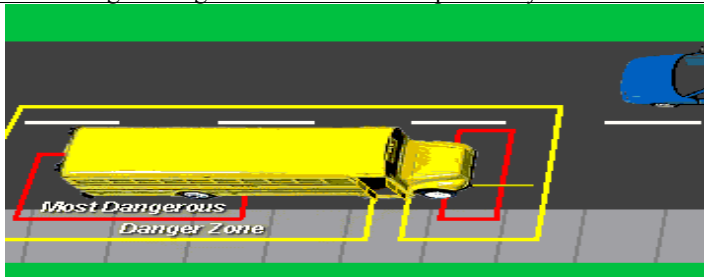
### **BUS TRANSPORTATION**

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 one and a half (1½) 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.

A list of bus stops will be published at the beginning of the school year at least 2 weeks before school begins. 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.

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

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



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

**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 (Justin) when the change is ready to go into effect.**

For questions regarding school transportation issues, contact Justin Schultz, bus supervisor from FIRST STUDENT TRANSPORTATION located at the bus garage on our campus at 217-893-5445.

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

1. Violating any school rule or school district policy.

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

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

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

### **DRESS CODE FOR SCHOOL AND BUSES**

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included below:

1. Students are not to wear hats, sweatbands, bandanas, headbands, caps or bandanas while at school or on the bus. **This includes hoodies with the hood up.** They are likewise not to be carried around school.
2. No "sagging" (wearing pants below the waist) will be allowed. Administrators will give students without a belt, or a functioning belt, a pull-tie to help keep their pants at the waist.
3. Students are expected to wear clothing that is comfortable, modest, neat and durable. Shorts may be worn during warm weather. Shorts are expected to be of appropriate length for the school environment. **At J.W. Eater, shorts are expected to be fingertip length.** Students will be asked to change if their shorts are determined to be inappropriate for school by the administration.
4. All students are expected to wear shirts that cover undergarments, the back, and the abdomen. Students will be asked to change their shirt if the administration determines that it is inappropriate for school.
5. **At J. W. Eater leggings are not to be worn as pants unless a tunic (long shirt) is worn to cover the backside.**
6. Baseball hats/caps are to be removed as students enter the building/bus. All hats, jackets, coats and gloves should be removed once in the school.
7. **Pajamas and house shoes/slippers are not permitted unless it is a specifically approved celebration day indicating pajama attire is acceptable for the day.**
8. Appropriate footwear must be worn at all times.
9. If there is any doubt about dress and appearance, the principal has the final decision.
10. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, labs, PE or other similar settings.
11. Sunglasses, unless prescription, wallet chains, and combs/brushes should always be stored in lockers and not worn to class.
12. Clothing depicting or advertising alcohol, tobacco, drugs or drug paraphernalia are not appropriate for school.
13. Clothing with offensive (include gang symbols), lewd, vulgar, or obscene language or suggestive messages; or apparel suggesting violence is not appropriate for school.
14. Any clothing or articles of clothing such as bandanas that represent or are suspected or representing gang involvement or affiliation are inappropriate for school.

We expect each student to see that he/she is properly dressed and groomed before he/she arrives at school. We reserve the right to question or disallow anything not in keeping with the best interest of school. Any form of clothing, attire or hairstyle that leads to the interruption of the learning process will not be permitted.

### **ELECTRONIC DEVICES AT SCHOOL K-5<sup>th</sup> gr**

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, other than paging devices and two-way radios, are subject to the following rules:

1. 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.
2. **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 a parent/guardian can pick it up.**
3. **During the school day students should ALWAYS use the school phone to contact parents with approval.**
4. 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*

### **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 attending an off-campus trip. If a student's conduct at school has not warranted the privilege, that student may be prohibited from

going on a field trip.

## ***MEDICAL INFORMATION***

### **CONTAGIOUS CONDITIONS**

Parents should examine their children over every morning before sending them to school to see if they show any symptoms that may indicate the onset of a contagious disease. Some symptoms that may alert you to an oncoming illness are: red, watering, matted eyes; nausea, vomiting, or diarrhea; sore throat; earache or drainage from the ear; rash; fever of 100.0 degrees; persistent runny nose, coughing or sneezing; live lice. It is advised that you consult with our child's Physician prior to sending your child to school should (s)he experience any of these symptoms.

The requirements for readmission to school after a contagious disease are listed below. These requirements are subject to change by the State Department of Public Health. If you have questions concerning these or other requirements, you may contact the school nurse through the school.

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 the fever has ceased for 24hrs. without the use of Tylenol/Ibuprofen or under the care of a doctor.
Pink Eye	Students may return to school 24 hrs after treatment begins or written approval for readmission to school 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 scabicide treatment
Rash	May require a diagnosis with possible exclusion
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

Any child who becomes ill or is injured at school must be picked up by a parent or designated adult unless the school office receive specific instruction from the parent to do otherwise with the student.

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 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 2:80*

### **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 should be 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, require that the parent/guardian pick up the child from school for treatment, and return to school only after a minimum of one treatment application. Prompt, proper treatment of this condition is in the best interest of the child and his or her classmates. Because a child with an active head lice infestation has likely had the infestation for a month or more by the time it is discovered, and the child poses little risk to others and does not have a resulting health problem, he or she could return to class after the minimum of one application, but be discouraged from close direct head contact with others. The AAP recommendations for treating head lice also include: 1) Permethrin 1% (an insecticide) is currently recommended for treatment for head lice. 2) Parent education programs are recommended as a more appropriate management tool.

**HEALTH CARE** Each school shares a part time school nurse who is on call for emergencies.

### **MEDICATION**

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

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

#### Self-Administration of Medication\*

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

\*Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan.

### **PHYSICAL, DENTAL & EYE EXAMINATIONS and IMMUNIZATIONS**

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

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

- a. Entering Early Childhood, kindergarten or the first grade;
- b. Entering the sixth and ninth grades; and
- c. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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 proof by October 15 of the current school year of an eye examination performed within one year. 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 completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until

#### **Exemptions**

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

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a statement signed by parent and physician on the state form;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed Practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

#### **Homeless Child**

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 governs the enrollment of homeless children. Thirty days from the date of enrollment, ALL students new to the district are required to have a complete health record on file in the school office or written documentation of a scheduled appointment to complete this requirement. Board Policy 7:100

### **PHYSICAL EDUCATION & MEDICAL EXCUSE**

Students may be excused from PE only with a physician's note, requesting the student be excused from PE for a specific reason and time period (e.g., 3 days). This excuse must be presented to both the classroom teacher and the physical education teacher. Physical activity, an introduction to competitive games, and teamwork are provided in our Physical Education (PE) program.

#### **Exemption from Physical Education Requirement [K-8]**

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a



signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law. Board Policy 7:260

### **SCHOOL PERSONNEL TO BE INFORMED OF MEDICAL PROBLEMS**

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.

### **VISION/HEARING SCREENINGS**

During the school year, the nurse will administer a hearing and vision screening to mandated grade levels and students with IEP 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.

### **ATHLETICS AND EXTRACURRICULAR ACTIVITIES - J.W. EATER**

After Hours (Study Activity)	Literary/Speech – 6 <sup>th</sup> , 7 <sup>th</sup> & 8 <sup>th</sup> Grade
Athletics:	Music: Band
Baseball (Boys)	Jazz Band
Basketball (Boys and Girls)	Chorus
Cross Country (Boys and Girls)	Theater
Volleyball (Girls)	National Jr. Honor Society
Track (Boys and Girls)	Scholastic Bowl
Cheerleading	Student Council
Softball (Girls)	Student Librarians

\*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 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 Eater Junior High. Each sponsor has established criteria for the organization. If the criteria are successfully met, a student will receive the appropriate award.

### **ELIGIBILITY for ATHLETICS/ACTIVITIES**

To be eligible for extracurricular/athletic activities a student must be doing passing work (70% 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. If there is no grade for the subject for the current quarter, the grade for the previous quarter will be used.

### **ATHLETICS**

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following being on file in the Principal's Office before practice or participation in **any** athletic activity:

1. The student must meet the academic criteria set forth in the School Board policy on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.
5. The student and parental guardian must sign the extracurricular code of conduct adopted by J. W. Eater Junior High.

### **J.W. EATER - Extracurricular Activities Code of Conduct Contract**

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-Behavior 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:

**Trustworthiness:** I am able to do what is right even when no one's watching.

**Honesty:** I play fair. I am truthful. I show good sportsmanship.

**Negative Conduct:** 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.

**Respect:** 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.

**Self-Control:** I will not fight or show excessive displays of anger and/or frustration.

**Education:** I will make classwork a priority. I understand that athletics and extracurricular activities are a privilege.

As a participant in any J.W. Eater Junior High School extracurricular activities; 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 if I participate in serious misconduct or criminal offense that it may result in suspension or removal from extracurricular activities.
4. I understand that if I am found in possession or using any drug, alcohol, or performance enhancing drug, I may be suspended or removed from extracurricular activities.
5. I understand that school rules apply at all times.
6. I understand that I must be passing all classes to be eligible to participate in extracurricular activities.
7. I understand that if I am ineligible for 3 consecutive weeks, I could be removed from the extracurricular activity that I am participating in.
8. I understand that if I cut a class, I will be suspended from that day's practice or game.
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 am unexcused from school, I will be suspended from the next contest.
11. I understand that I must attend a minimum of 4 classes (or 2 blocks) to be eligible for that day's competition.
12. I understand that if I am chronically truant, I could be removed from the team.
13. I understand that if I receive any behavior consequences throughout the day, this may result in suspension from the day's activity, contest, or even removal from the team.
14. I understand that if I am not at school on time the day of a contest, I may not be eligible to participate in that day's contest.
15. 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.
16. 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.
17. **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.

#### **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

- The school board shall adopt a policy regarding student athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws developed by the Illinois High School Association.
- Information on the school board's concussion and head injury policy will be a part of any agreement, contract, code, or other written instrument that a school district requires a student-athlete and his/her parents or guardian to sign before participating in practice or interscholastic competition.
- Each school district shall use education materials provided by the Illinois High School Association to educate coaches, student-athletes, and parents/guardians of student-athletes about the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury.
- The district will form a Concussion Oversight Team (COT). The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention. These teams can contain a range of individuals based on the resources available to the school in their community or neighborhood but must include one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols.
- No later than September 1, 2016, all interscholastic coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, nurses, and game officials must provide the school or district with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training. Once available, IESA member schools may access the course through the IESA Member Center.
- Public, Private, and Charter schools must also develop a school-specific emergency action plan for interscholastic athletic activities to address the serious injuries and acute medical conditions in which the condition of the student may deteriorate rapidly. There are certain provisions the plan must include and it must be reviewed by the COT before being approved by the school. The plan must be distributed to appropriate personnel, posted at the school, and reviewed annually.

#### **J.W.EATER STUDENT COUNCIL**

A student is eligible for Student Council membership by maintaining a 70% 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.

### ***GENERAL INFORMATION***

#### **BICYCLES, SKATEBOARDS, HOVERBOARDS, ROLLERSKATES 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 or 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.

### **BIOMETRIC INFORMATION**

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

### **BIRTHDAY PARTIES/CLASS TREATS (Grades K-5)**

**In compliance of our District Wellness plan, snacks and/or treats supplied by parents will no longer be allowed. Student birthday celebrations will be held monthly (one designed day a month) for all students in the classroom who celebrate a birthday that month. The snack will be provided by our district to ensure healthy snacks as well as to better monitor student allergies.** 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 in the normal way 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.

**EARLY CHILDHOOD PROGRAM** If you feel your child could benefit from an Early Childhood program please call 217-893-5456.

## **EMERGENCY INFORMATION**

### **1. EMERGENCY NOTIFICATIONS TO PARENTS**

**School Messenger** 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 YOU provide RCS. If your phone information is no longer accurate, you will NOT receive the call.

NOTE: All information and contact numbers are strictly secure and confidential. They are only used for the purposes described herein.

NOTE: **Notify the school of any changes as soon as they occur so you will receive emergency information.**

### **2. EMERGENCY TELEPHONE NUMBERS & SCHOOL CLOSINGS -- SCHOOLMESSENGER**

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.

In an effort to inform the community about severe weather conditions and possible school closing, parents are urged to tune in to any of those listed below:

**TV: WCIA**

**Websites: [rcs137.org](http://rcs137.org) & [illinoishomepage.net](http://illinoishomepage.net)**

Calling school offices to see if students are going to be dismissed early only ties up the phone lines. Occasionally, storms will 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 PM 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.

### **3. EMERGENCY TRANSPORTATION 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:

1. We will announce the closing of the school and transportation of students on: SchoolMessenger Notification System; TV: WCIA; Radio and Websites: **[rcs137.org](http://rcs137.org) & [illinoishomepage.net](http://illinoishomepage.net)**
2. Students will be transported by bus or walk to their off-site location.
3. Please bring 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.

4. This can be a stressful time. **Your cooperation will be required.**

### **LOCKER POLICY- J.W. EATER**

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. 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
4. No tape or stickers may be applied to the locker surface. Magnets may be used to hold up your pictures
1. Under no circumstances shall any item, possession of which is illegal in this state, be kept in the student's locker.
2. 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 \$5.00 to pay for the lock.
3. 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.
4. 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.

Students are to take only what they need for classes into the classroom. Book bags, backpacks and purses large enough to hold textbooks are to be placed in lockers at the appropriate time and again when 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.**

### **MEDIA CENTER/LIBRARY/INNOVATION CENTER**

**Operation and expectations:** A well-equipped, computer-managed Media Center/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 media center/Innovation Center privileges if fines are not paid or if the misuse is severe or continued.** Media Center/Innovation Center fee assessments may be paid in person at the office (via cash or with a check made payable to "Rantoul City Schools") --or payment may be sent to school with the student. ***(Be sure to make it clear that this payment is for a Media Center fee assessment. A receipt for the fee will be issued as a record of payment.)*** As soon as the required fee is paid, the student's full Media Center privileges will be restored. *Parents are asked to talk with your student(s) about their responsibility in taking good care of their schoolbooks (both textbooks and library books).* Parents who have questions about the Media Center'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 Media Center/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.

### **MEETING STUDENT(S) AFTER SCHOOL**

It is the parent's responsibility to inform the student where s/he is to meet his/her parent after school. If parents choose to wait for their student(s) inside the building, the parents will be directed as to the proper location to wait.

### **PARENT-TEACHER ORGANIZATION (PTO)**

Parent-Teacher Organization are invested in assisting teachers and parents in their mutual task of teaching children. The PTO Council (volunteer parent leaders, teacher representative(s), and the principal) plans opportunities for families to participate together in school-related activities. In addition, the PTO provides "extras" for the students, families and staff, such as assisting in the cost of special assembly programs, planning family activities, and recognizing the work of teachers and staff during Teacher Appreciation week. The Council also plans fund-raising activities to assist the school in purchasing items that would not otherwise be available for our students'/staff use. Details of upcoming PTO meetings and/or activities will be announced in the school newsletter, through parent bulletins, and/or announcements sent home with students. Parents are encouraged to attend the PTO meetings as well as other PTO activities.

### **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, or listen to music at any time during

the school day. Students found in possession or who have used a cell phone during the school day will have the cell phone confiscated and be subject to consequences.

### **RECESS (EC – 5<sup>th</sup> GRADE)**

Recess is held outside throughout the year unless the weather is severe or it is raining, usually for 20-25 minutes. 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.

### **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 in to 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.

**REMEMBER:** 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 in order to assure the safety of all students in our school.

### **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 Transportations buses, students are the parent's responsibility at all other times.

### **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. In order to provide a more secure and safe environment, all outside doors except the main entrance, will be locked approximately fifteen (15) minutes after the regular student day begins.

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.

### **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.

#### **MY CHILD IS LATE TO SCHOOL:**

**EC-5<sup>th</sup> gr...**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.

**J.W. EATER...**If your student arrives to school after the 8:20 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.

**MY CHILD IS LATE TO CLASS at J.W. EATER....**Students are given 3 minutes between classes. They 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.

**MY CHILD IS GOING TO BE ABSENT FROM SCHOOL IN THE FUTURE...**Parents should notify the school office at least **5 school days in advance.** 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 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.

**MY CHILD LOSES SOMETHING AT SCHOOL...**Parents are 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.

## ***BOARD POLICIES***

### **ATTENDANCE**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor.

*Board Policy 7:70*

### **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 22<sup>nd</sup> 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. *Board Policy 6:120*

### **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. 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 OPPORTUNITY & SEX EQUITY**

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

*Board Policy 7:10*

### **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 should include:
  - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
  - b. The time, date, and place for the hearing.
  - c. A short description of what will happen during the hearing.
  - d. A statement indicating 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.
  - d. A request that the student or parent(s)/guardian(s) inform the district if the student will be represented by an attorney, and if so, the attorney's name.A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
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 School 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.

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. 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.

*Board Policy 7:210*

### **FOOD ALLERGIES**

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

### **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. *Board Policy 7:15*

### **ISOLATED TIME OUT/SECLUSION AND PHYSICAL RESTRAINT**

RCS adopted Board Administrative Procedure 7:190-AP4 "Use of Isolated Time Out and Physical Restraint" on August 1, 2013. These procedures apply to all students, not just students with disabilities. Per 7:190-AP4, "Isolated time out and physical restraint shall be used only as a means of maintaining discipline in schools, that is, as a means of maintaining a safe and orderly environment for learning and only to the extent they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline, i.e., as a form of punishment, or as a means for coercion or retaliation, or as a convenience. The use of isolated time out and physical restraint by any staff member shall comply with the Illinois State Board of Education (ISBE) rules, Section 1.285, "Requirements for the Use of Isolated Time Out and Physical Restraint." In addition to 7:190-AP4, the following procedures shall be followed: *Every effort should be made to prevent the need for the use of isolated time out/seclusion and for the use of restraint. All interventions must be consistent with the child's right to be treated with dignity and to be free from abuse.*

### **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.

### **PREVENTION of and RESPONSE to BULLYING, INTIMIDATION, AND HARASSMENT**

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

Bullying on the basis of actual or perceived race, color, national origin, 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.

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or

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

*Board Policies 7:20, 7:180, 7:190, 2:260*

**Nondiscrimination Coordinator:** Jennifer Frerichs, 400 E.Wabash, Rantoul, IL 61866 (217) 893-5400

**Complaint Managers:** Allison Didier (217) 893-5400 and Michelle Wagner (217) 893-5405, Rantoul, IL 61866

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.

### **PRIVACY PROTECTIONS (Student)**

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

### **Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. 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*

### **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**

1. 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:
2. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
3. The student will be accepted only if there is sufficient room.
4. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.

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 3 evacuation drills, a minimum of 1 severe weather (shelter-in-place) drill, a minimum of 1 law enforcement drill and a minimum of 1 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*

#### **SEARCH AND SEIZURE**

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

The Building Principal, 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 administration or designee 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.

#### **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. *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 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.

#### **SEXTING - PREVENTING AND REDUCING INCIDENCES OF**

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.connectsafely.com/Safety-Tips/tips-to-prevent-sexting.html](http://www.connectsafely.com/Safety-Tips/tips-to-prevent-sexting.html); [www.aap.org/advocacy/releases/june09socialmedia.htm](http://www.aap.org/advocacy/releases/june09socialmedia.htm);  
[www.education.com/magazine/article/child-sexting-parents/?page=2](http://www.education.com/magazine/article/child-sexting-parents/?page=2);  
[www.athinline.org](http://www.athinline.org).

Board Policy 7:190

## **SEXUAL HARASSMENT and TEEN DATING VIOLENCE PROHIBITED**

### **Sexual Harassment Prohibited**

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

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

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

### **Teen Dating Violence Prohibited**

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

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

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

Board Policy 5:20

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

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

## **STUDENT 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, tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - 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.
  - 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” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, All electronic devices must be kept powered-off and out-of-sight during the regular school day unless it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, 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 truant.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or

expulsion, for such behavior.

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

### **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.

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

The above list of disciplinary measures is a range of options that 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-alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this

policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

### **Gang & Gang Activity Prohibited**

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

### **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

### **STUDENT RECORDS**

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

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

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

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

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

**2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

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

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is

necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

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

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

**6. The right 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.** *Board Policy 7:340*

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

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

**SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office. *Board Policy 7:290*

**SUSPENSION PROCEDURES**

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

1. 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.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. 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.
4. 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*

**TEACHER QUALIFICATIONS**

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

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

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

*Board Policy 5:190*

**TECHNOLOGY USE, GUIDELINES, AND PROCEDURES**  
**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:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure, to the extent reasonable, student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. 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. *Board Policy 6.235*

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.**

**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.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation 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 are:

- 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. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, 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 & 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 Policy 6:235, 7:140*

#### **TITLE I PARENT AND FAMILY ENGAGEMENT**

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



**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 TO SCHOOL, CLASSROOM OBSERVATIONS & VOLUNTEERS**

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 and receive a "Badge". Even if we know them well, or are regular visitors, they must sign in, get a Badge, and sign back out upon leaving. 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. The following guidelines shall govern school visits:

- Visitors shall pre-arrange visits to the school 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.**
- All visitors must sign a visitors' log, show identification, and wear a visitor's badge.
- School visits shall generally be limited to adults. Parents should avoid visiting school accompanied 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.
- All third party organizations (i.e., mentors, counseling services) must have prior approval from the Superintendent before meeting with children.
- **Visitors/Parent/Volunteers who frequent the building more than three times (except lunchroom) must complete a Background Check in the office and be cleared/approved before returning for further visits.**

*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 other 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:*

1. 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;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language either in person or over the telephone;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property and/or breaching the school's security procedures;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful & authorized by the Board;
11. 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;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

*Board Policy 8:30*

*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.*

## **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.

### **As per Board policy 8:30 the following applies:**

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.

## **VIDEO/DVD**

When planning to use videos and DVD's for either direct instruction or for general viewing, proper approval from the principal must be obtained. Parents of children in grades 6-8 will be notified if the video/DVD is NOT a G or PG.

## **WAIVER OF STUDENT FEES, FINES & 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. At least one of the following prerequisites is met:

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;      -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.

*Board Policy 4:140*

## 2018-2019 School Year Calendar

### School Breakfast, Arrival and Dismissal Times:

- Early Childhood (EC): AM session: 8:00-10:30 (breakfast optional 7:40am) PM session: 12:00-2:30
- K-5 Building Student Hours: Breakfast 7:40am School Day 8:00-2:30
- J. W. Eater Jr High: Breakfast 8:05am School Day 8:20-3:05
- ½ Day Student Dismissal on Fridays (not Wednesdays):
  - K-5: 8:00am-11:00am
  - Jr. High: 8:20am-11:30am
  - No Early Childhood Attendance AM & PM

August 20 & 21	Teachers' Institute (No Student Attendance)
August 22	First Day of Student Attendance (Full Day) Kindergarten: only those with last name starting with A-K attend this day
August 23	Kindergarten: only those with last name starting with L-Z attend this day
August 24	Kindergarten: ALL Kindergartners attend
August 31	Teachers' Institute (No Student Attendance)
September 3	Holiday Observance – No School
September 14 & 28	½ Day Student Dismissal – School Improvement
October 4	Full Day Regular Student Attendance Parent/Teacher Conferences (Thursday Evening Only) EC-5 <sup>th</sup> gr: 3:15pm-8:15pm - Jr. High: 3:30pm-8:30pm
October 5	No School (Due to P/T Conferences held Thursday Evening)
October 8	Holiday Observance – No School
October 26	½ Day Student Dismissal – School Improvement End of 1st Quarter
November 9	½ Day Student Dismissal - School Improvement
November 21-23	Thanksgiving Break – No School
December 24-January 3	Winter Break – No School
January 4	School Resumes
January 11	End of 2nd quarter
January 21	Holiday Observance – No School
January 25	½ Day Student Dismissal - School Improvement
February 15	Teachers' Institute (No Student Attendance)
February 18	Holiday Observance – No School
March 7	Full Day Regular Student Attendance Parent/Teacher Conferences (Thursday Evening Only) EC-5 <sup>th</sup> gr: 3:15pm-8:15 pm - Jr. High: 3:30 pm-8:30 pm
March 8	No School (Due to P/T Conferences held Thursday Evening)
March 19	End of 3rd quarter
March 25-29	Spring Break – No School
April 1	School Resumes
April 12 & 26	½ Day Student Dismissal - School Improvement
May 24	½ Day Student Dismissal - School Improvement

**The following dates will vary depending on the number of snow days used or not used:**

May 24	Last Day of School Year for students and staff (if NO emergency days are used)
May 27	No School - Memorial Day (if school is still in session)
June 3	Last Day of School Year (if <b>all</b> 5 emergency days are used) for staff and students