

May School Handbook 2019-20

The May School Staff welcomes you. It is our hope that this school year will be successful and educationally profitable for all students, parents, staff members.

There is always a welcome sign out for parents to visit our school. We are proud of our school and would like to have you see what your child is learning. If your child has any problems at school or you have questions, please feel free to contact your child's teacher.

School Address & Phone

1033 N. 2nd St.

Phone: (815) 562-6331 Fax: (815) 562-2430

School Mascot and Colors

Mustangs- Red and Blue

Faculty

Principal: Mrs. Cox	Reading: Mrs. Gineman
Secretary: Mrs. Harms	Reading: Mrs. Shiaras
Kindergarten: Mrs. Bond	ELL: Ms. Chu
1st Grade: Mrs. Cooper	PE: Mr. Lodico, Ms. Paxton
1st Grade: Mrs. McGinn	Art: Ms. Inman
2nd Grade: Mrs. Schwartz	Music: Mrs. Brown, Ms. Weber
2nd Grade: Mrs. Mellor	Nurse: Mrs. Builta
3rd Grade: Mrs. Ponto	Counselor: Mrs. Strouss
4th Grade: Mrs. Smith	Speech: Ms. DeVlieger
4th Grade: Ms. Moon	Health Aide: Mrs. Odle
5th Grade: Mrs. Frankfother	Library Clerk: Ms. Potts
5th Grade: Mr. Mathieu	Tech Aide: Mrs. Brown
Resource: Mrs. Duthie	Custodian: Mrs. Tollefson
Resource: Mrs. Sutton	Paraprofessionals: Mrs. Brizuella, Mrs. Kaecker, Ms. Reyes, Ms. Chu, Mrs. Emshoff, Mrs. Albaugh, Mrs. Reynolds

Arrival & Dismissal

School begins at 8:25 AM and is dismissed at 3:00 PM. Students are not to arrive before 8:05 unless their bus arrives before that. Students are not to leave the school grounds without permission.

Breakfast & Lunch Program

Breakfast will be served from 8:00-8:20 each morning. District 231 has received a grant supplying free breakfast and lunch for our students. There is still a cost for milk for those students bringing cold lunch or those students wanting an extra milk. The milk cost is \$0.25.

School Crossings

The police department hires a crossing guards to be on duty before and after school. Crossing guards are available at the corners of:
2nd St. and School Ave.
2nd St. and 10th Ave.
School Ave. and Meadow Ln. directly across from the school

Please encourage your student to cross where the crossing guard is located for their safety.

PTO

The purpose of the PTO is to promote better understanding between home and school and to improve and aid learning for students. Every parent with students attending May School is a member of the PTO. There are no dues. Programs or activities are announced in advance. The meetings take place the second Tuesday of each month before the district board meeting, or as otherwise specified, at 5:30 PM in the lounge.

Responsibilities of Parent/Teacher Organizations

- Fundraising activities: see Board Policy #1324 in the Board Manual located in your school office.
- Items to be purchased with PTO monies must be approved by the building principal.
- The building PTO will receive approval of the items to be purchased before any PTO monies are designated for this purpose.
- The building principal is responsible for all activities within the building and will work with PTO in determining the appropriateness and feasibility of activities.

The Board of Education reserves the right to approve or disapprove the purchase of any item for school use. Also, the Board of Education, upon request, reserves the right to approve or disapprove the use of school monies to supplement a PTO purchase for school use.

Attendance

School absences cause your child to miss valuable educational instruction and experiences and cost your school district dollars through a loss of state aid. Please support your child and your school through your child's attendance at school.

Absence Notification Procedure

In order for a student's absence to be considered "excused," a parent or other guardian **MUST** contact and notify the school office of the absence, either in advance, or by calling in on the morning of the absence before 9:00 AM. An answering machine is used from 4:00 PM-8:00 AM for calls received after or before school hours.

A student who becomes ill at school must check in with the school nurse. The nurse will contact the parent/guardian and make arrangements for transportation home, as needed.

Notification of family trips and vacations must be made at least ten days in advance, when possible. It is recommended that family vacations be planned so students will not miss school. Please notify the school office and the secretary will inform the teacher.

Excused Absences- (With medical verification)

Student absences that are verified by parent submission of a signed note from a physician stating the specific reasons for the student's absence and specific days that a student is excused from school will be considered "excused." **Parents/guardians must still comply with the absence notification procedure for such absences.**

Absences for students sent home by the school nurse due to illness will be excused. Absences for students sent home by the school nurse due to "other circumstances" may or may not be considered "excused."

Other Excused Absences

A parent/guardian may call their child off from school for a maximum of TEN days. These 10 days do not include absences whereby a doctor note was submitted. A parent/guardian may call their child off from school for reasons including:

- Significant illness- illness does not warrant doctor visit
- Family emergency
- Death in immediate family
- Circumstances which cause the parent concern for the safety or health of their child
- Observance of a religious holiday
- Family vacation/out of town

Unexcused Absences

_____ Any full day or partial day absence which is NOT called in by a parent/guardian by 9:00 AM of the school day missed, will be considered “unexcused.”

Absences will be considered “unexcused” if the student has exceeded the 10 “excused” absences allowed per school year AND parent/guardian has NOT submitted a medical excuse. -- See OTHER EXCUSED ABSENCES.

The following reasons for a student’s absence will be considered “unexcused.” A parent/guardian call for the following reasons does NOT excuse a student’s absence from school: (list is NOT all inclusive)

- Babysitting
- Shopping
- Oversleeping
- Hunting
- Car problems
- No gainful employment
- Missing the school bus
- Birthdays or other family celebrations
- Hair appointments
- Photography sessions

When are doctor notes required?

1. Doctor notes are required if a child has had a contagious disease.
2. A doctor's note is required for all absences after a child has exceeded the 10 “excused” absences allowed per school year. See OTHER EXCUSED ABSENCES
3. A doctor's note is required for students who have been referred to the Lee/Ogle/Whiteside Regional Office of Education #47 for truancy intervention and who have been served the 7 Unexcused Absence Notice-To-Attend letter.

Discretion in Interpretation of Attendance Guidelines

The building principal, or his/her designee, reserves the right to determine whether an absence in question is excused or unexcused.

The building principal, or his/her designee, has the authority to waive aspects of these guidelines where exceptional circumstances explain absences that would otherwise be considered “unexcused.”

Illinois Compulsory Attendance Requirements

Grades	Full Day of Attendance	Half Day of Attendance
K-1	240 minutes	120 minutes
2-8	300 minutes	150 minutes

Attendance Referrals to Lee, Ogle, Whiteside Regional Office of Education #47

_____ Please know that it is the responsibility of the parent/guardian to read, understand, and comply with the attendance policies as specified in this handbook. Students with 3 UNEXCUSED absences in the previous 180 school days will be referred to the ROE for truancy intervention. Truancy may result in assessment of penalties by a court of law against both the student and student's parent(s) or guardian(s). Excessive absences can result in court prosecution for violation of the Illinois Compulsory Attendance Law (ILCS 5/26-1) which can result in a Class C misdemeanor.

If you have any questions regarding your responsibility in this matter, please contact your building principal and/or the Lee, Ogle, Whiteside Regional Office of Education #47.

Elementary School Rules and Regulations

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

***The school is not responsible for lost or damaged items.**

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis 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 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. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal 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 or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Cross-references:

PRESS 7:190, *Student Discipline*

PRESS 7:190-AP2, *Gang Activity Prohibited*

Riding Bicycles to School

Children may ride bicycles to school starting in third grade. All bicycles will be walked by riders when entering and leaving school grounds and bicycles will not be ridden on sidewalks. Bicycles should be locked in the bike rack while on school grounds and will remain parked until school is dismissed. The school cannot be responsible for loss or damage to bicycles ridden to school.

Book Fees and Fines

Fees for book rentals, workbooks and supplies, are due the day of pupil registration. Damaged or lost books will result in a fine to cover the cost of repairing or replacing the book. This amount is determined by the school principal.

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges. Students whose parents are unable to afford student fees may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books, materials, supplies, and equipment. Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) who have been assessed a fee on an application form available from the building secretary.

Telephone Calls

Telephone calls should be made by pupils only in case of an emergency. Pupils must have a phone pass from their teacher to use the phone. Phone calls by pupils may not be made during the hours of 8:00-8:30 AM or 2:45-3:15 PM.

Educational Screenings

Response to Intervention(RtI) is the problem solving process through which school personnel examine and provide for the individual learning needs of students. As part of this process, all students receive a universal screening of reading and math skills.

After this screening, a classroom teacher may realize there is an area of concern affecting a student's progress. The teacher creates an intervention plan intended to improve the student's performance.

If the student continues to have difficulty, the classroom teacher meets with other staff to discuss the child's needs, consider other interventions, and outline a method to monitor the student's progress.

Special Education

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district as required under the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act, even though they do not require services pursuant to the IDEA.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

Request for Special Education Evaluation

As part of the district responsibility for Special Education Child Find, the district requires all requests for special education evaluations be put in writing and addressed to the building principal where your child attends.

Behavioral Intervention Policy

It is the purpose of this policy to comply with P.A. 89-191 of The School Code on the use of behavioral interventions for students with disabilities.

The Rochelle Elementary School District recognizes that appropriate interventions are necessary for all students, disabled or non-disabled, whose behavior is not acceptable, and that administrators, teachers, and other school personnel who work with students with disabilities require training and guidance in the use of behavioral interventions. A goal of this policy and procedures (hereafter collectively, "Policy") is to make available training and guidance to administrators and teachers of students with disabilities who require environment in which said students can learn. The policy recognizes that the use of positive or non-aversive interventions is generally most consistent with the educational goals for promoting student's academic, social, and personal growth. Therefore, non-aversive or positive desirable interventions designed to develop and strengthen desirable behaviors should be used to the extent possible and are generally preferable to the use of aversive or more restrictive procedures. While positive approaches alone may not always succeed in controlling inappropriate behavior, the use of more restrictive procedures may be necessary and should be utilized as provided in the Policy.

Accommodating Individuals with Disabilities

Individual with disabilities shall be provided an opportunity to participate in all school sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the district may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

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

Equal Educational Opportunities

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the district will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the district remains neutral when granting access to school facilities under School Board Policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board Policy 2:260, Uniform Grievance Procedure.

Food Allergies

Please notify your child's health office if your child has a food allergy. Our health office staff will work directly with you and your child's doctor to ensure a safe school environment. If you have concerns about your child's safety while in the classroom, on school grounds, while at lunch or on field trips, please contact the health office of your child's school. An alternative lunch may be provided for those students with severe food allergies. Contact the health office of your child's school for more information.

In order to protect the students of Rochelle Elementary District 231, we have become a food allergy aware district. If your child has a *doctor-diagnosed* food allergy, we ask that you notify your child's health office. We realize that it is not possible to eliminate all exposure to a child's allergen(s); however, we have developed a list of guidelines to aid our district in keeping children safe at school. These guidelines outline the plan that is in place throughout our district. These guidelines are available from the health office.

If you have concerns about your child's safety while in the classroom, on school grounds, while at lunch, or on field trips, please contact the health office of your child's school. In some situations, an alternative lunch may be provided for those students with severe food allergies.

Counseling and Guidance Services

A school counselor is available to help students in many ways including providing academic, social, or emotional support. Whole class guidance activities, small groups as well as individual counseling sessions, are provided. The school office can make appointments for students or parents with the counselor.

Health Service Information

School Nurse/Health Aide- A certified school nurse, registered nurse or health aide is at our school daily. In the event of an emergency, if the school nurse is not in the building, she can be called to the school to assist the health aide. Health office staff is available during the school day from 8:05 AM to 3:30 PM.

Physical and Dental Exams- According to Illinois State Law, all students entering kindergarten and sixth grade or any student transferring into our school district, must present evidence of a physical, including a complete immunization record. Students who do not fulfill this requirement will not be allowed to remain in school. A dental examination is required for all kindergarten, second, and sixth grade students. Dental exams are due in the health office no later than May 15th of the current school year.

Birth Certificates- All new students enrolling in District #231 for the first time, are required to provide a certified copy of their birth certificate. Hospital certificates are not acceptable. An acceptable birth certificate is one with a seal and number issued by the county seat office from the county in which the child was born. The schools are required to notify the state police of non-compliance.

Administering Medicines to Students- Teachers and other non-administrative school employees, except certified school nurses, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school related activities, is discouraged unless it is necessary for the critical health and well-being of the student. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

All prescription and nonprescription medication must be sent to the health office in the medication's original container. Medication sent to school in baggies or other types of storage containers, will not be accepted. Prescription medications must be in the pill bottle from the pharmacy. The pill bottle must include the child's name, medication name, dosage, and strength of medication. Non-prescription medication must be sent in its original container.

The school board recognizes, however, that occasionally a medication must be administered during the school day. When a medication must be administered during the school day, a certified school nurse, if available, shall administer the medication, upon receiving a written note from the doctor and written permission from the parent. If a certified school nurse is unavailable, a staff member designated by the building principal shall either (1) supervise the child self-administering the medication, or (2) administer the medication.

The school cannot give students medications (over the counter or doctor prescribed) WITHOUT having a signed note from the doctor and from the parent. This includes, but is not limited to: cough drops, cough syrups, Motrin, Tylenol, ibuprofen, acetaminophen, cold and allergy medication, antibiotics, ADD meds, etc. We have a form that you may get at the school that gives us permission and information that we need. This form must be completed by you and your physician BEFORE we can give medications. All approved medications must be sent to school in their original containers.

Excuses from Physical Education

Students may be excused from physical education classes. Parents may write a note requesting that the student not participate in physical education for 1 or 2 days. Excuses for more than 2 days out of physical education require a doctor's note. These notes may be brought to the school or faxed to the attention of the school health office. Health office personnel notify the student's teacher(s) and PE teacher. Students excused from physical education classes are also excused from recess activity. A student that is unable to participate in physical education may have difficulty participating in certain field

trips. If your child is attending a field trip while they are excused from PE, a member of the health office staff will contact you for direction.

Health Screenings

During the school year your child may be seen by the school nurse for routine health screenings, such as hearing and vision screenings, or by the speech therapist for speech and language testing. You will be notified of any significant results of these screenings. The school vision screening is mandated by state law unless an eye doctor report dated within the past 12 months is on file in the health office. It should be noted that school hearing and vision screening is NOT a substitute for an evaluation by an eye doctor. The school nurse maintains a record of students height and weight and hearing and vision screening results. This information is available to parents upon request. The state requires that a child's vision be checked in grades K, 2, and 8. The state requires that a child's hearing be checked in grades K, 1, 2, and 3.

Growth and Development Classes

Each year the school nurses, in conjunction with a teacher or principal, offer a class on growth and development to 4th grade girls. Parents are invited to attend these classes with their child. School nurses are available to answer questions about the classes or to provide the parent opportunity to peruse the materials used in the class presentation. In the event a parent does not want his/her students to attend such classes, it is the responsibility of the parent to advise the school principal in writing. The school district will give two days advance notice of these classes.

Head Lice Policy

When school personnel determine that a student has a case of pediculosis (head lice), the following procedures are to be followed:

Day 1: The student's parent will be notified by health office staff when lice has been discovered. A packet of information will be sent home with students, for their parents, instructing the parent on the various head lice treatments. Parents should always verify with their child's physician as to the best and safest way to treat head lice.

Day 2: The student will need to check in with health office staff to determine if treatments have been successful. The school health office, school nurse, and principal will have the final say on whether or not a student needs to be excluded from school due to head lice. If a parent makes little or no attempt to rid their child of head lice, the child will be excluded from school and be subject to unexcused absence and and the district's truancy policy.

Bed Bug Policy

When school personnel determine that a student has brought bed bugs to school, the following procedures are to be followed:

Upon identifying bed bugs, the student's parent will be notified by phone. We encourage parents to then inspect the home or have a pest management professional inspect the home. Parents will be encouraged to ensure that their student's belongings are free from bed bugs prior to coming to school.

If a student continues to bring bed bugs to school, their personal belongings will be isolated to ensure that they are not spread to other individuals.

Exclusion from school will be at the health office/principal's discretion.

Health Tips

Dressing for the weather- Students will be outside daily for short periods of time. Please dress your child for the extremes of weather expected each day. Students will be staying inside on days when the temperature is 10 degrees or less with the wind chill. Children will be outside every day that the temperature is 10 degrees or greater. Children may not stay inside unless ordered by a doctor to do so.

Communicable Diseases- The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. If your child contracts a communicable disease (for example: pink eye, chicken pox, ringworm, strep throat, etc.) experiences injury, surgery, lengthy illness, or you anticipate a hospitalization, please provide information to the health office at your school. A doctor's note may be required for your student to return to school. The health office staff will be glad to assist you to arrange a smooth re-entrance back into school.

Student Illnesses- If your student is ill with a fever, they may not return to school until they are fever-free for 24 hours without medications. If your student is diagnosed by a physician and put on an antibiotic, the student must be on the antibiotic for 24 hours before returning to school. If your student is having an issue with vomiting or diarrhea, they should be home until they are symptom free for 24 hours.

Medicaid- Medicaid reimbursement is a source of federal funds to help school districts maintain and improve special education services. Therapy and diagnostic services provided to students are partially reimbursable.

If your child receives any of these services, the district will claim Medicaid/KidCare reimbursement for any services provided unless you object in writing. Your objection should be addressed to the superintendent of the district. Any claims the district makes will have no impact on your ability to receive Medicaid funding either now or any time in the future. If you do not object to this release of information related to Medicaid claims for your child, you do nothing.

Pest Management/Pesticide Application

State law requires that school districts maintain a registry of and provide written notice to parents and guardians of students who have registered to receive notification before pesticides are applied to school grounds and/or school structures. Please contact the district office if you like to be placed on the registry.

Asbestos Management Plan Notice

This is to inform you of the status of Rochelle Elementary District 231's asbestos management plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings were initially inspected for asbestos in June of 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the management plan as required.

The management plan is available for public review in the District Office at Central School. Should you wish to review the plans, please call to make an appointment between 8:00 AM and 4:00 PM. Any concerns relative to asbestos containing materials should be directed to Todd Prusator, Superintendent, at the District Office, at (815) 562-6363.

School Cancellation

On days when severe weather conditions are such that school buses cannot operate safely, our elementary school will be closed. Information on school closings will be given on Rochelle radio station WRHL (1060 AM). An all-call will also be made to phone numbers in our system. If cancellation occurs after school has begun, children will be sent home. Please discuss proper procedure with them in case you are not home.

Information regarding the closing of school will be on the air by 7:00 AM and will be repeated several times. Parents should assume there is school unless word is received otherwise over the radio or by an all-call.

Storm Drills

If an emergency weather announcement is received from the Illinois State Police Headquarters, each school will follow practiced storm drill procedures. Pupils will be dismissed after the threat has passed if it is the school closing time.

When dismissal is delayed, students will be released to parents. Anyone other than a parent calling for and taking a child from school will be requested to sign a statement accepting responsibility for the child. After a delayed dismissal, buses will make the usual runs.

School Dress

Students are expected to dress appropriately. Items of dress that interfere with the educational process should not be worn. Students who wear unacceptable clothing, in the judgement of the school principal or his/her designee, will be required to call home and get a change of clothes. These guidelines will apply to all school activities.

We recommend:

- That parents and students consider safety, health, and weather factors when deciding what students are to wear. No clothing advertising alcoholic or tobacco products or imprinted with inappropriate language is allowed.

- Examples of inappropriate clothing may be, but is not limited to, spaghetti straps, short shorts, tobacco advertising, etc.
- Hats are not to be worn by students inside the building.

Dry tennis shoes are required for use in the gym. Each student is to keep a pair of tennis shoes in the classroom especially for gym class. Gym shoes are necessary for a student to safely participate in gym class. Student's physical education grade is determined by participation in class.

Field Trips/Volunteering

Your child may be taking one or more field trips during the school year. Permission is required and signed during registration. If you would like to accompany your child's class on a field trip, help in the classroom and/or volunteer for any other school activities, **you must fill out a volunteer background form**. We request that you do this at the beginning of the school year, as it usually takes about 6 weeks to get them back from the state.

Party Policy

We will have 3 parties (Halloween, Winter, Valentine's Day). Food is not allowed at these parties or for birthday celebrations. Students are allowed to bring in a non-food item (pencil, eraser, etc.) for each child in their class. Please refrain from sending flowers or balloons to school for birthdays.

Bus Rules and Consequences

A bus driver's job is one of great responsibility. The safety of all passengers depends on good bus discipline:

- Students will respect and obey the bus driver.
- Students will sit in seats assigned by the bus driver.
- Students will respect the rights of others.
- Students will not fight on the bus.
- Students will not make loud noises
- Students will be seated while the bus is in motion.
- Students will not put head, arms, books, etc. out of the window.
- Students will not bring animals or eat food on the bus.
- Students will respect bus equipment and other people's property.
- Students will not use inappropriate language.
- Students will not throw anything on the bus or out of the bus window.

Consequences

First Offense- Student will meet with the principal. The principal will record the problem and inform the student's parents.

Second Offense- Principal will contact parent and student may be refused bus transportation for 3 days.

Third Offense- The student will be suspended from riding the bus for a period of 5 days.

Fourth Offense- The student is suspended from riding the bus for 10 days. During this suspension period, you may request a formal hearing with a committee consisting of the district superintendent, the building principal, the transportation supervisor, the bus driver, the child and his/her parents/guardians, and any legal counsel the parents/guardians may choose to have represent their child. As a result of this hearing, the student's bus riding privileges may be suspended for up to 90 school days. If you do not request the hearing by contacting the building principal, the student's bus riding privileges may be suspended for up to 90 school days.

Fifth Offense- At the conclusion of any suspension from bus riding privileges for up to 90 student days, the student's bus ridership will resume. In the event the student's behavior merits a fifth bus violation report, that student's bus riding privileges will be suspended until a hearing can be held to discuss the violation. The hearing committee will consist of the district superintendent, the building principal, the transportation supervisor, the bus driver, the child and his/her parent(s)/guardian(s), and any other legal counsel the parent(s)/guardian(s) may choose to have represent their child. If the violation report is found to be essentially accurate, the student's bus riding privileges will be suspended for the remainder of the current school year.

Severe Clause- In the case of a serious violation of the above rules, a student may be refused bus transportation until parents and principal can arrange a conference concerning the problem, at which time suspension may be an option.

Bus Permits

If a student needs to ride a bus other than his/her own, he/she needs a written note from parents. This is to be brought to the office for approval by the principal/secretary. The student will then receive a permit to ride the bus. This also applies to students who ordinarily do not ride the bus.

Parent-Teacher Conferences and Communications

Each year in the fall, ALL parents are contacted by teachers for individual student conferences. These conferences are of vital importance for parents and teachers, but especially for students. Please make every effort to keep your scheduled appointment or reschedule for a time more convenient for you. If you are unable to keep a conference time, please contact the school office.

Report Card

The elementary report cards for the Rochelle Elementary School District, are developed to give parents, guardians, teachers, and students, clear information about how students are progressing toward important skills, strategies, and knowledge in their current grade level. Because report cards provide valuable information, it is important that we offer them in the family's native language. Parents that wish to waive their right to receive a Spanish report card, need to complete the Progress Report Translation Waiver Form.

For the first grading period, grades K-3 will have parent conferences rather than report cards. Grades 4-5 will receive report cards at the end of all four grading periods. Kindergarten students will receive report cards at the end of each semester.

In the primary grades, students receive the following academic grades:

SI= Showing improvement

MC= Meets criteria

NI= Needs improvement

In grades 3-8, students receive the following academic grades:

A= Excellent

B= Above average for grade (83-92%)

C= Average for grade (73%-82%)

D= Below average for grade (63-72%)

F= Failing (62% or less)

Grading and Promotion

The administration and professional staff shall establish a system of grading and reporting academic achievement to parents/guardians and students, as well as determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on local and state assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. Every teacher shall maintain an evaluation record for each student in their classroom.

Public Participation in School Affairs

The public is invited and encouraged to take an active role in school affairs and to meet and talk with any and all school personnel on school matters. In matters of specific concern, parents and citizens should consult first with the person closest to the source of that concern. For example, in a matter involving a student's classroom situation, consult first with that student's teacher and then if necessary with the building principal or next with the superintendent. The concerned person may also present a matter to the Board of Education when the procedure above has been followed and the problem still has not been resolved.

Meetings of the Board of Education

Regular meetings of the Board of Education are held at RMS on the second Tuesday of each month at 7:00 PM, unless otherwise noted. Special meetings may be called whenever necessary. Notice of these meetings is given to the local news media no less than 24 hours prior to the meetings. Most meetings of the Board are open to the public, though the Board may meet in closed session on certain matters outlined by the School Code. All official actions are conducted in open sessions.

Members of the Board of Education

The Board of Education of District #231 consists of seven members elected by non-partisan ballot for staggered four year terms at the general fall election in odd years. By law, no more than 5 of the members may reside within the corporate limits of Rochelle. Current board members are:

Dave Casey, President

Eric Van Hise

Jean Tess

Steve Builta, Vice-President

Trisha Vaughn

Shirley Reif, Secretary

Javier Zepeda

Participation in School Board Meetings

A person wishing to present a matter to the Board may do so in one of two ways: 1) by addressing the Board at any regular meeting during “recognition of visitors,” or 2) by asking to have a matter placed on the agenda for a regular meeting. Those wishing to be placed on the agenda for a meeting should submit a request in writing to the Board President or Superintendent for approval no later than Wednesday afternoon preceding the regular Board meeting on the second Tuesday of the month.

At each regular meeting, agenda time is allotted to recognition of visitors with the time to be divided among those who wish to be recognized to a maximum of five minutes. Persons wishing to be recognized should file a notice of their intent with the Superintendent or Board Secretary prior to the opening of the meeting. Recognition will be in order of filing. Persons addressing the Board at this time are asked to direct their comments and questions to the entire Board, not to any individual member or members, and not to discuss matters of individual personnel at open meetings. After the Board moves into regular agenda items there will be no public participation except on the invitation of the Board itself.

Prevention of and Response to Bullying, Intimidation and Harassment

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

1. Placing the student or students in reasonable fear or harm to the student’s or students’ person or property.
2. Causing a substantially detrimental effect on the student’s or student’s physical or mental health.

3. Substantially interfering with the student's or student's academic performance or mental health.
4. Substantially interfering with the student's or student's 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.

Complaint Manager: Tony Doyle or tdoyle@d231.rochelle.net or 815-562-4161 ext. 5105

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

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

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

Where can I go for help? Any staff member...teachers, counselors, administrators, aides or any other employee or adult. Please call and alert us to any situations that your child has discussed with you (but may not have told us at school), in order to help us promptly address the issue.

The following Bully-Free Rules will be in effect:

- We will not bully other students.
- We will try to help students who are bullied.
- We will make it a point to include students who are easily left out.
- When we know someone is being bullied, we will tell an adult.

Consequences for Bullying

1st Offense - Referral to Counselor or Principal

- Help will be offered if necessary and desired

2nd Offense - Referral to Principal

- Appropriate discipline consequences will be assigned
- Parent contact

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

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

- Denies or limits the provision of educational aid, benefits, services, or treatment; or that make such conduct a condition of a student's academic status; or
- 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. 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.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Non-discrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal or Dean of Students.

Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct searches of school property and equipment, as well as of the students and their personal effects. "School authorities" include school liaison police officers. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

School authorities may search a student and/or the 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 which is reasonable related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- outside the view of others, including students
- in the presence of a school administrator or adult witness and
- by a certificated employee or liaison police officer of the same sex as the student

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible. 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.

Student's Right and Responsibilities - Drug Abuse

The following is policy #5131.7 taken from the Board Policy Manual, a copy of which is in every school office.

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school building or on school grounds at any time. This policy extends to all school sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings, or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

Students shall be advised of this policy in a manner deemed appropriate by the building principal. In addition, information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the curriculum in compliance with the law.

If a staff member finds a student to be illicitly using, possessing, or distributing drugs or look-alike drugs and drug paraphernalia in violation of this policy, the student shall be suspended and/or expelled. In addition, parents and juvenile authorities shall be notified promptly. In cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be

given to the proper authorities for prosecution. Electronic signaling devices found on district facilities shall be confiscated by the Superintendent or his designee. The presence of such a device may be cause for further search for possession of drugs and appropriate discipline as established by the school board.

Repeat offenders may be recommended to the school board for expulsion.

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

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

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

Student Gang Policy

The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interferences with school and school activities. A "gang" as defined in this policy, is any group of two or more persons whose purposes include the commission of illegal acts. By this policy, the Board of Education acts to prohibit existence of gangs and gang activities as follows:

No student on or about school property or at any school activity:

- Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang
- Shall commit any act or omissions, or use any speech either verbal or nonverbal (gestures, handshakes, etc.)
- Showing membership or affiliation in a gang
- Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 1. Soliciting others for membership in any gangs
 2. Requesting any person to pay protection or otherwise intimidating or threatening any person
 3. Committing any other illegal act or other violation of school district policies
 4. Inciting other students to act with physical violence upon any other person

The Board authorizes school administration to employ appropriate disciplinary procedures to carry out and enforce this policy.

Student Records

The Rochelle Elementary School District wishes to inform parents/students of the following information regarding student records.

A student **permanent** record contains the following information:

- Basic identifying information, including student and parent names and addresses, birth date and place, and gender
- The academic transcript, including grades, class rank, graduation date, and grade level achieved
- The attendance record
- Any incident reports and the health record
- A record of release of permanent record information
- Any honors and awards received*
- Information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organization's*

*Optional information items which may or may not be included by the district.

The student permanent record will be maintained for a minimum period of 60 years after the student has transferred, graduated or otherwise permanently withdrawn from Rochelle Elementary District #231.

A student **temporary** record consists of all information not required in the permanent record. It may include:

- Family background information
- Intelligence test scores, group and individuals aptitude test scores
- Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- Elementary and secondary achievement level test results
- Participation in extracurricular activities including any offices held in school sponsored clubs or organization's
- Honors and awards received
- Teacher anecdotal records
- Disciplinary information
- Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals
- Any verified reports or information from non-educational persons, agencies or organization's
- Other verified information of clear relevance to the education of the student
- Record or release of temporary record information

The temporary record will be reviewed every one to four years or upon change in attendance centers, whichever occurs first for destruction of out-of-date information and will be entirely destroyed within five years after the student has transferred, graduated or otherwise permanently withdrawn from this school district.

Directory information consists of the following:

- Identifying information - name, address, gender, grade level, birth date and place, and parents names, addresses and phone
- Academic awards, degrees and honors
- Information in relation to school sponsored activities, organizations and athletics
- Specific class assignment

- Period of attendance in the school

Directory information may be released to the general public, unless a parent requests that any or all such information not be released concerning his/her child or children.

Parents/students have the right to inspect and copy:

- The student permanent record
- The student temporary record
- Any student record proposed to be destroyed or deleted from the student records

The cost of copying student records is five cents per page. This fee will be waived for those persons unable to afford such costs.

Parents shall have the right to challenge any entry, exclusive of grades, in the school student records on the basis of accuracy, relevance, and/or proprietary. This right includes the right to challenge the information contained in the student record(s) prior to the transfer of the record(s) to another district in the event of the child/children's transfer to another school system. The procedures for challenging the contents of student records include the following steps:

- A request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge
- An initial informal conference with the parents, within 15 school days of receipt for the request for a hearing

If the challenge is not resolved by the informal conference, formal procedures shall be initiated:

- A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the school
- The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing shall notify parents and school officials of the time and place of the hearing.

At the hearing, each party shall have the following rights:

- The right to present evidence and to call witnesses
- The right to cross-examine witnesses
- The right to counsel
- The right to a written statement of any decision and the reasons therefore

A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted immediately to the parents and school district. It shall be based solely on the information presented at the hearing and shall be one of the following:

- To retain the challenged contents of the student record
- To remove the challenged contents of the student record, or

- To change, clarify or add to the challenged contents of the student record

Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Superintendent of the Educational Service Region. The school may initiate an appeal on its own behalf by the same procedures. Upon receipt of such documents, the Superintendent of the Educational Service Region shall examine the documents and record, make findings and issue a decision to the parents and the school within 20 days of the receipt of the appeal documents.

The school shall be responsible for implementing the decision of the Superintendent of the Educational Service Region. The final decision may be appealed to the judicial system. Parents also have the right to insert into their child's student record, a statement of reasonable length stating their position concerning any disputed information in the record. This statement will be included whenever the disputed information is released.

Parents have the right to control the release of student records. The release of the records requires the prior, specific, dated written consent of the parent. It also must designate the person to whom the records are released, the reason for the release and the specific records to be released. Parents may limit their consent to specific records or parts of records and request a copy of the released information.

There are persons, agencies, and organizations which have access to student records without parental consent. They include:

- The records custodian of another school system into which the child/children transfer(s) if parents make no objection within 10 school days, to the contents of the school records listed in the notice transfer records.
- Persons authorized, as required by state or federal law. In such cases, parents will receive prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and/or challenge such information. If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.

The school shall grant access to, or release information from, school student records without parental consent or notification:

- An employee or official of the school or school district or the State Board of Education, provided such employee or official or State Board of Education has a current educational or administrative interest in the student and the records are in furtherance of such interest
- To any person for the purpose of research statistical reporting, or planning, provided that such person has the permission of the State Superintendent of Education, and no student or parent can be identified from the information released
- Pursuant to a court order, provided that the procedures outlined in IL Rev. Stats. 1975, Ch. 122, Article 50-6(a), (5) are observed.

A parent or student may not be forced by any person or agency, to release information from the temporary records (or copies thereof) which may be of continued assistance to the student may be transferred to the custody of the parent or student upon the graduation or permanent withdrawal of a handicapped student. These records may be of some future usefulness to you or your child in some circumstances. They may possibly be helpful in obtaining some types of social security benefits or other benefits for the handicapped from other agencies.

Parents and students are hereby notified that the district will maintain permanent student records for a minimum of 60 years and temporary records for a maximum of 5 years from the time a student graduates, transfers or permanently withdraws from the school district. Parents/students have the right to request copies of such records at any time prior to their destruction.

Request forms are available at our school offices. Upon graduation from eighth grade, all permanent records, psychological records and Iowa Basic Test scores, are sent to the Rochelle High School to be maintained there.

Safety Plan For Disasters

The Rochelle Elementary Schools have developed a safety plan to deal with potential disasters such as tornadoes, earthquakes, explosions, intruders, etc. The purpose of this notice is to advise you that in case of a disaster, school personnel will restrict the person(s) with whom your child will be allowed to leave the school site to the parent/guardian or the emergency contacts listed on the enrollment card. All students will be required to sign out through the office personnel. **NO EXCEPTIONS** can be made.

All exterior doors to the building will be locked except for the doors leading to the main office. These procedures are necessary to protect the emotional well-being of the students as well as to maintain order. We will need your full cooperation during these potentially stressful situations. It is vital that all adults behave in a calm, controlled manner in front of the children in order to avoid panic and to prevent children from becoming extremely upset.

Instruction

Exhibit-Authorization for Internet Access

Each teacher must sign this Authorization as a condition for using the District's Internet connection. Each student and his/her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. School Board members and administrators are treated like teachers for purpose of this Authorization. Please read this document carefully before signing. All use of the Internet shall be consistent with the District's goal for promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriated legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. **Acceptable Use** - Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. **Privileges** - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Authorization and may deny revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use** - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - Unauthorized downloading of software, regardless of whether it is copyrighted or de virused;
 - Downloading copyrighted material for other than personal use;
 - Using the network for private financial or commercial gain;
 - Wastefully using resources, such as file space;
 - Gaining unauthorized access to resources or entities;
 - Invading the privacy of individuals
 - Using another user's account or password;
 - Posting material authored or created by another without his/her consent;
 - Posting anonymous messages;
 - Using the network for commercial or private advertising;
 - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - Using the network while access privileges are suspended or revoked.
4. **Network Etiquette** - You are expected to abide by the generally accepted rules of network Etiquette. These include, but are not limited to the following:
 - Be polite. Do not become abusive in your messages to others
 - Use appropriate language. Do not swear or use vulgarities or any other inappropriate language
 - Do not reveal the personal address or telephone numbers of students or colleagues
 - Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities
 - Do not use the network in any way that would disrupt its use by others
 - Consider all communications and information accessible via the network to be private property
5. **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 you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service Interruptions caused by its negligence or your errors or omissions. Use of any information Obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **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 breach of this Authorization.
7. **Security** - Network security is a high priority. If you can identify a security problem on the Internet, you 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.

8. **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.
9. **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.

Student's, parent(s)/guardian(s), and teachers need only sign this Authorization for Internet Access once while enrolled in or employed by the School District.

We Have A Concern
A Parent's Guide for Solving Problems at School
Rochelle Elementary School District #231 Board of Education

Unfairness, misunderstanding, hurt feelings, and conflict, are experiences common to us all. When children experience these problems at school, it causes difficulty for everyone; the children, parents, and school staff. How to successfully solve problems at school is what his guide is all about.

1. Take your concern to the person closest to the problem.

No matter where the problem is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved. It's best if you make time to talk with school personnel regularly, before problems are encountered. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted. Tell them when things are going well and communicate any concerns you have quickly and openly.

If you call for an appointment to see your child's teacher, why not let them know in advance what the general nature of your concern is. This gives them an opportunity to ask staff Members for information that might relate to your problem or concern. If a personal visit isn't possible, why not call once to state the problem, and during the conversation offer to call back at a time when you both can discuss the situation in more detail. The problem you or your child faces may be the the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member most directly involved. Give them the chance to tackle the problem first.

2. Present your concern to the next level.

The Principal is responsible for supervision of staff within buildings. The Director of Transportation supervises all school bus drivers. Each one is an example of the next level of school personnel you should contact if the staff member closest to the problem hasn't been able to satisfactorily resolve the difficulty. Their ability to help will be improved if you share the Steps you've already taken with the staff member closest to the problem, or if you will take time to openly share with them the reasons why you felt uncomfortable dealing directly with

the person who is closest to the situation. Supervisory personnel will rarely have ready access to the information they need to be of immediate assistance and working through them will often require additional time.

3. Talk with the Superintendent of Schools

Sometimes all the best intentions can't solve a problem. When you believe you've worked hard with those closest to the problem, and you've taken the problem to the next level but still haven't achieved a satisfactory outcome, the superintendent of schools is the next place to go. Keep in mind that the superintendent's day starts early and often ends late in the evening. Part of the superintendent's job requires attendance at area-wide meetings outside the district. As a consequence, a meeting with the superintendent will probably require some advance planning.

4. Contact your school board members

School board members are elected to represent the interest of all parents and district residents, and you should always feel free to tell them your point of view. School board members do not, however, have direct authority in day-to-day school operations. All authority is the result of official actions by a majority of the board at meetings open to the public. The board's primary responsibility is to make policies that guide the school district. Any change in policy requires two readings at separate public meetings, a procedure that often takes two or more months. Some policy changes may require substantial public input and consultation with the school district's attorney. These requirements often increase the time required for the board to make a response.

So when should a board member be contacted and what can they do?

- After other means to solve a problem have been tried
- When a policy is being enforced but you believe it results in bad consequences
- When you believe a policy isn't being enforced
- When policies or procedures are not enforced fairly for all

A board member may take one or all of the following actions:

- Informally discuss the issue with the superintendent or other administrators to consider whether policies or rules should be changed
- Request that the board review the specific policies that related to the situation
- Propose new policies for the board's consideration

Parents Right to Know

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT TO KNOW, the Rochelle Community Consolidated District #231 is notifying every parent of a student in a Title 1 School, that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree

- Whether the child is provided services by paraprofessionals and, if so, their qualifications

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have any questions, please feel free to contact your district superintendent, Jason Harper, at the following phone number (815)562-6363.