

PARENT - STUDENT HANDBOOK



SOUTH CENTRAL ELEMENTARY SCHOOL

Dedicated to developing a learning environment
"Where everybody is somebody."

2017-2018

Disclaimer

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

*The South Central School Board approved this handbook in May 2017.

Parents and the School

We are all well aware that providing the best education for our students can only be done through the cooperation of parents and the school working together to ensure a positive experience for every child. We encourage every parent to take an active role in the children's education. Parents are encouraged to take time to talk about school with their children and to check homework and special assignments. Parents should also feel free to contact teachers regarding any progress and/or problems which may arise.

Parents are asked not to drop in unannounced at the school to see their child or their child's teacher. Please call the school to set up an appointment or send a note asking the teacher to call to make an appointment. When visiting the school always check in at the office upon arrival. The secretary will take you to the teacher or direct you to the proper location. Parents should never go to the classroom without checking in at the office first. This is a safety precaution.

Each child needs to develop a certain degree of independence from his/her parents, and by regularly stopping at the school to check on children, parents could hinder that development. Such visits can also tend to disrupt the daily classroom schedules and school routines by taking the teacher and/or student away from the classroom.

Due to safety issues, the doors at the elementary building are always locked. Because of supervision, students will not be allowed to come to school prior to 7:45 a.m.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Students Leaving School During The School Day

During the school day, no student will be allowed to leave the school building or grounds, for any reason, without proper authorization from a parent and/or guardian. Should a student need to leave, the parent must check in at the school office and sign out the student. **For the safety of all children, parents should not go to classrooms. Parents should always check in at the office.** In the event the student should be picked up by someone other than the parent, the parent must notify the school in advance and the second party must sign out the student. Only students whose parents have given proper notification to the school office will be dismissed during the school day.

In the case of an accident or illness, parents will be notified and arrangements will be made for the child to be picked up from school. Under no circumstances will **unauthorized** persons be permitted to take the student from school. Authorized persons are listed on the student's emergency form or those persons who are designated by the parent to the school by some form of direct communication.

South Central CUSD 401 Transportation Pick-up and Drop-off policy

The goal of the South Central School District is to provide students with a safe and secure transportation program. This goal can only be achieved through the combined efforts of our schools, bus garage, students, and parents. Because safety is our number one concern we do not allow multiple pick up and drop off locations. Please review the following policy:

Students will be allowed one pick-up address and one drop-off address. These pick-up and drop-off locations may be different, but must be consistent every day. In the case of an emergency students will be allowed an additional location. Both the primary and emergency locations need to be completed at registration prior to the start of school. Preferably when using the emergency address a note needs to be turned into the building office by 8:30 A.M. These situations will be considered on a case by case basis. No phone calls for bus changes will be taken during the day except in an emergency situation.

For purposes of consistency and to avoid overcrowding of buses, the matter of students switching buses is strictly regulated. For example students may not switch buses for such reasons as going to another student's house to spend the night, slumber parties, etc. Parents will be responsible for transportation in such cases. In the case of split custody each parent will be allowed one pick-up and drop-off location, these must be consistent.

If a student misses three consecutive days without a call from the parent the bus service will not resume at that address until the parent makes contact with the bus garage.

Because of the danger associated with students being left unattended, the following guidelines will be followed:

In the circumstance that no one is at the drop-off location, the student will be returned to the school district and a verbal conference with the parent or guardian will be held. If this continues, parents may be referred to local authorities.

Students can be picked up from school by a parent or designee at the close of the school day. The parent or designee must come to the office to pick up the student.

Attendance Procedures

Student Attendance Policy

Absence from school is one of the most common causes for failure and low grades. Attendance and grades are part of each student's permanent record. Students are expected to attend all classes and assigned activities unless there are justifiable reasons for being absent. Parents, along with the school, are responsible for insuring regular, punctual attendance.

Poor attendance and truancy will be reported to parents as well as the ROE truant officer. Parents are to telephone the school (547-7696) after 7:30AM and before 9:00 AM to report the absence.

Absences not reported to the office will be considered absent without justifiable cause; therefore, an *unexcused absence* will be given. The student, upon returning to school, must also present the office with a parent/guardian written notice; a doctor/dentist note; a court summons or court order; a funeral notice/obituary or a letter from a member of the clergy for a religious holiday fully explaining the cause of the absence. Upon receiving written notice or other certified documentation, an *excused absence* may be given. Written notices should

contain the following information: date, student's name, date of absence, and reason for absence.

Students shall be permitted no more than six (6) excused absences per semester based upon parental confirmation for the reasons of the absence. After the student has been excused 6 times in one or more of his/her classes during a semester, additional excused absences may only be verified by a doctor/dentist note; a court summons or court order; a funeral notice/obituary or a letter from a member of the clergy for a religious holiday.

The first 6 absences of each semester shall be excused with parent notification unless the total number of days absent for the school year has already exceeded 10% of the accumulated school year. If 10% of school year has been exceeded, no parent notifications are allowed.

It is the responsibility of the parents to ensure students attend school regularly. The school fully realizes each student and family has unique circumstances that arise during the school year.

Absence Classification

Excused Absence: An absence due to personal illness, death in the immediate family, observance of a religious holiday or an emergency situation beyond the control of the student as determined by the building principal will be considered an excused absence if the absence is due to a "valid cause" as defined by Illinois School Code section 26-2a. Students are required, however, to notify the school prior to the parent or guardian explaining the reason for the absence with written notification. An excused absence entitles a student to make up all missed assignments and exams. The student has one day plus the number of days absent to turn in make up work. It is the responsibility of the student to contact the teacher the day he/she returns to create a plan for completing the missed work. The student also has the responsibility, along with the teacher, to check that all work is graded and properly recorded.

Excusable absences are limited to the following:

- Illness of student
- Death or severe illness in the student's immediate family
- Doctor or Dental appointment
- Certain days of religious observance
- Court appearances
- Extraordinary emergency in the home or family

Student absences for trips or vacations during the school year are strongly discouraged. If the parent/guardian desires to take a student during regular school attendance days for a trip or vacation, the student may be excused at the discretion of the administration. In determining whether this type absence should be excused, the administration shall consider:

- 1) Child care needs and abilities of the parent/guardian.
- 2) Possibility of alternate arrangements so that the student's education will not be interrupted.
- 3) Other interests of the student, including the educational value of the absence.
- 4) Needs of the family, including extenuating circumstances which make it unreasonable, impractical or burdensome for the child to remain in school.
- 5) The educational harm caused by the absence.

Unexcused Absence: An absence due to truancy or any cause the administration cannot approve is classified as *unexcused*. In such matters, the teacher has no responsibility for assisting

the student in making up any missed work. It is the responsibility of the student to acquire all missed work. Credit for missed work will be at the discretion of the teacher and may or may not be allowed.

After nine unexcused absences within 180 days of school (may be over two separate school years) a student will be considered a chronic truant and referred to the Regional Office of Education Truant Officer for supportive services.

Partial Day Absence

Permission to miss class for a personal emergency, important business, or medical and dental appointments that cannot be scheduled during non-school hours must be obtained from the school office. Students must present a parent/guardian written notification or an appointment card from a medical office. In no case should any student leave the school grounds without reporting to the office, nor shall a student report late to school without first checking into the office. **Failure to do so will result in an unexcused absence.** Students who become ill at school should report to the office and may or may not be excused for the remainder of the day, per the discretion of the school nurse.

In order for a student to participate or attend a scheduled extracurricular practice or activity on a school afternoon or night, he/she must be in attendance for the entire day. The only exception will be pre-arranged administrative approval (i.e. funeral, doctor's appointment, etc.) If a student misses any part of the day due to illness, he/she will not be permitted to participate or attend that afternoon or evening activity.

Pre-Arranged Absences

Pre-arranged absences will be allowed on an individual basis. Primary considerations will be based on the student's current academic status and the number of previous total absences. South Central Elementary School discourages pre-arranged absences planned during exams. Pre-arranged absence requests must be completed at least three days prior to the absence. Pre-arranged absence forms are available in the office. Days missed due to family vacations will be counted as a portion of the allowable days missed as per the Illinois School Code section 5/26-2a. Deer hunting may be an excused absence one time only during deer season with parental permission, proof of a deer permit, and passing grades in all core subjects.

If a student knows in advance of a family situation or commitment which necessitates being absent from school, arrangements should be made in advance to pick up all homework for the days to be missed and the work should be turned in to the teacher(s) on the first day back or prior to leaving for the absence. The teacher(s) should be informed of the absence within a reasonable amount of time prior to the student leaving on a trip. Students are to prearrange medical, dental or court dates. Personal reasons will not be accepted under the parent approved/pre-arranged absence category. Administrative approval of parent approved absences should not be considered automatic. Remember: a student must gain administrative permission for parent approved absences in advance. A pre-arranged absence will count toward your six day limit.

Regional Office of Education #13 Truancy Prevention

In order to increase school attendance the Regional Office of Education (ROE) #13 has implemented a Truancy Prevention Program. After five unexcused absences, a student is eligible to receive services from the ROE #13 Truancy Prevention Program. At this time the family will receive a letter from the school stating that their child has five unexcused absences

and is eligible for these services. The student will be referred to the ROE #13 Advocate/Truancy Officer. ROE #13 will send out a first notice of truancy to the child's parent/guardian. After eight days truant, a second referral will be made to the ROE #13 Advocate/Truancy Officer. The student and parent/guardian could be required to meet before the Regional Truancy Review Board to review the reasons and consequences of the child's truant behavior.

By Illinois School Code, a Chronic Truant is a student whose daily attendance record shows nine or more unexcused absences in the prior 180 school days. At nine unexcused absences the student will be referred to the ROE #13 Chronic Truancy Program where he/she will receive services from a School Resource Officer. If the student continues to violate mandatory school attendance laws, the School Resource Officer may refer the student to the State's Attorney for court intervention.

Health Examinations and Immunizations

Health Examinations

A health examination is required for all children entering Early Childhood, Pre-K, or Kindergarten, Sixth Grade, and Ninth Grade. The examination must be completed within one year prior to entry into the above grades. The examination certificate must be completely filled out and signed by the physician or his/her agent and submitted at registration. The immunization record must also be completed and signed. A dental examination is also required for students entering K, 2nd, and 6th grades before May 15th of the present school year. The examination certificate must be completely filled out and signed by the dentist or his/her agent. Any student who transfers into the South Central Schools from another state or country must present a health examination that was completed within one year prior to entry into school. For students attending school programs where grade levels are not assigned, health examinations must be completed prior to the date of entering school and within one year of the ages of five, ten, and fourteen.

Immunization Requirements

Every child, prior to enrolling in school, must present proof of immunizations. Proof of immunizations must be in the form of a documented vaccination or proof they have had the disease. Immunization schedules must be monitored by the school to assure completion and that the child is in compliance.

Your child must have proof of immunity against the following to enter school.

- Diphtheria, Pertussis, and Tetanus – 4 or more doses, the last dose being a booster
- Polio – 4 or more doses of the same type of Polio vaccine
- Measles, Mumps, Rubella – Two doses, second dose given 4-6 years of age
- Haemophilus influenza type B (HIB) – Children 24-59 months without the series must have one dose after 15 months of age; not required after the 5th birthday
- Hepatitis B - 3 doses required for Early Childhood or Pre-Kindergarten students; students entering grades 6-12 must present proof of 3 doses of Hepatitis B vaccine administered at recommended intervals; not required for entry into Kindergarten
- Varicella – Early Childhood or Pre-Kindergarten 1 dose on or after the 1st birthday; 2 doses for students entering Kindergarten through grade 2, and grades 6-11
- Invasive Pneumococcal Disease (IPV) – Children 24-59 months without the series must have one dose after 24 months of age; not required after 5th birthday

Any child that does not submit proof of the immunizations or the disease as required must receive the vaccine. If for any reason, the child is behind schedule for their immunizations, a schedule and a statement from the medical provider stating the reason for the delay in immunization must be given to the school and kept on file. If the child is not in compliance, he or she will not be allowed to attend school until the requirements are met. New students who register during the school year have 30 days to comply with the health and immunization requirements.

Religious Exemption Requirement

Parents or legal guardians who object, for religious reasons, to their child being immunized for school entrance must submit a Certificate of Religious Exemption, which must be signed by a health care provider. The health care provider must sign the certificate confirming an education was provided to the parents or legal guardians about the benefits of immunizations and the health risks of not vaccinating children.

Lead Screening

All children 6 months through 6 years of age must be assessed for lead poisoning (410 ILCS 45/6.2). Several towns in the South Central School District are listed in a *high risk* area for lead poisoning.

Flu, Fever, Strep Throat, Pink Eye, and Ringworm

If your child has been:

1. Experiencing vomiting or diarrhea the night before or in the morning before school, please keep them home for at least 24 hours after vomiting or diarrhea ceases.
2. Running a fever of 100 degrees F., or more, please keep them home for at least 24 hours after the fever is gone.
3. Strep throat, he/she has to be seen by a doctor and take prescribed medications for 24 hours before he/she can return to school.
4. Pink eye must be treated by a doctor and to be on prescribed medication for 24 hours before he/she can return to school.
5. Ring worm must be treated by a doctor and to be on prescribed medication for 24 hours before he/she can return to school.

Procedure for Evaluating an Ill Child

1. Teacher talks with student and determines the need to see the nurse.
2. Student will visit the nurse. She will do a physical assessment and history to determine areas of illness and possible problems.
3. If students *do not* have any of following signs or symptoms, they will return to the classroom:
 - Diarrhea
 - Vomiting food, (coughing with mucous drainage is acceptable)
 - Running a fever of 100.1 or more

- Possible symptoms of strep throat
 - Untreated or possible symptoms of pink eye
 - Untreated impetigo or ringworm symptoms
 - Signs or symptoms of communicable disease or other bacterial or viral infections
4. When the student returns to the classroom, communication will be made to the teacher/staff if there is an ongoing concern. The student will continue to be monitored by the nurse, teacher and staff to determine if another assessment is needed.
 5. If there is still a concern about a student's health after a short time period, the parent or guardian can be contacted to gather information not provided by student. A determination of how to treat students can be made more formally at this time.
 6. If the nurse is not available to assess the students immediately, she can be called by phone at other buildings or administration will designate secretary/office staff to evaluate the child until the nurse can return or take appropriate steps to remedy the situation.
 7. If, after the evaluation, the child cannot remain at school, the child must stay home if vomiting, diarrhea, and/or fever persist. Children must be symptom free for a period of 24 hours before returning to school.

H1N1 Flu Virus

Due to the outbreak of H1N1 Flu Virus, the local health departments have encouraged and advised all schools to abide by a strict exclusion policy. The strict exclusion policy is to help prevent the spread of the H1N1 virus to other staff and students at school.

When the H1N1 Flu is diagnosed in a student or staff member, the virus may spread quickly. Therefore, the school nurse, principal or school designee will require any student or staff member running a low grade fever of 99.2 or higher with any other flu-like symptoms to go home, especially if the fever is accompanied by a cough and/ or body aches. Other possible symptoms include: nausea, vomiting, diarrhea, sore throat, and runny nose. The student or staff member may not return to school until they are fever free for 24 hours, without use of any fever reducing medications such as Tylenol, Motrin, etc.

Medications

Parents/guardians whose students will have in their possession at school any prescribed or over-the-counter medications must provide the school with a completed *Medication Authorization Form* signed by both the physician/prescriber and parent. Under no circumstances are students permitted to carry with them any medications with the exception of an inhaler for breathing problems nor can they dispense any medication to other students. All medications are to be kept in the school office and will be dispensed by school authorities only. In order for the school nurse or designated agents to administer medication, a *Medication Authorization Form* must be on file. The medication is to be in the original container as dispensed or the manufacturer's labeled container. It should contain the student's name, medication name and dose, administration route and/or directions, pharmacy name and address, and the licensed prescriber's name. The authorization form is to be renewed annually and the nurse or designated agents are to be notified in writing of medication changes. Over-the-counter medications shall be brought in with the manufacturer's original label in the original container.

Students Carrying Medication and Self Medication

The school district must inform parents and/or guardians, in writing that the school district, its employees, and agents are to incur no liability, except for willful misconduct, as a result of any injury arising from the self-medication by a student. The parent or guardian must complete a *Prescription Medication Authorization Form* and a *Parent/Student Agreement Form* for the school to keep on file. This agreement will be effective for the school year and should be renewed each subsequent school year. This form appears with the other forms in the back of the handbook.

School Lunch Program

Breakfast is served every school day from 7:45 a.m. to 8:10 a.m. Lunch is served every school day from 10:40 a.m. to 12:45 p.m., except when there is an 11:45 a.m. or earlier dismissal. Breakfast and lunch are provided to all students free of charge because South Central Unit District #401 participates in the National School Lunch Community Eligibility Provision. A student may purchase an extra milk at lunch for \$0.35. This fee can be submitted to the office in an envelope labeled with the student's name.

Head Lice

Unfortunately, head lice are a problem in schools throughout the United States each year. The school will be conducting head checks at the beginning of school and in January upon return from Christmas break. If a teacher suspects a child to have head lice, the teacher may request for the student's head to be checked by the nurse. It will be at the discretion of the nurse and principal to determine if a child may need to be sent home.

- Students found to have live lice, will be sent home. A recheck of that student will be completed upon returning to school with parent.
- Students having viable nits (eggs within 1 cm or ¼ inch from scalp), are to be sent home. A recheck of that student will be completed upon returning to school with parent.
- Students having dead nits (shell casing) greater than 1 cm or ¼ inch from scalp, will be allowed to stay at school and the parent/guardian will be asked to wash and pick out nits. These students will be rechecked every 7-10 days.

School Procedures and Policies

Convicted Child Sex Offender and Notification Laws

State law prohibits child sex offenders from being present on school property or within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the building principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal. In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Emergency School Closing

Sometimes inclement weather will either cause school to be dismissed early or not meet at all. Other emergencies can also cause these two situations. Radio stations will be notified when school is dismissed. Salem 1350 AM or 100 FM; Vandalia 1500 AM or 107 FM; and Effingham 1090 AM or 96 FM. School text messages will also be sent to all parents and guardians.

School Messenger - South Central Elementary School Telephone Broadcast Service

In our efforts to improve communications between parents and school, SCES has instituted a telephone broadcast system that will enable school personnel to notify all parents and guardians by phone within minutes of an emergency or unplanned event resulting in an early dismissal, school cancellation or late start. The service may also be used occasionally to communicate general announcements or reminders. SCES School will continue to report school closings due to snow or weather on WJBD 100.1.

Animals on School Property

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

Treats and Snacks

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

Invitations and Gifts

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

Video Surveillance

Please be aware that South Central Elementary School is under 24 hour video surveillance for the safety and security of all South Central students and staff. Any and all visitors to South Central Elementary School are subject to video recording.

Student Appearance

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 in the student handbook.

Dress and Grooming

Schools have an obligation to establish general standards to ensure the health and safety of all students, promote an atmosphere conducive to learning, and to establish a standard of dress and grooming that promotes health and safety which is conducive to a productive learning environment. Good appearance at school is a matter of good taste. Anything, which is uncommon, bizarre, or exaggerated, is not in good taste. **We believe that there is a direct relationship between poor taste in dress and a negative attitude toward school, resulting in some cases, disruptive behavior.**

Students wearing inappropriate clothing will be advised to change to appropriate clothing, have clothing brought to school, or sent home to change before being allowed to attend class. Absences resulting from inappropriate dress will result in a loss of credit for the time spent changing to appropriate clothing. Repeated offenses will result in more severe discipline.

The administration believes that the majority of students do not need a detailed statement on dress. Should a parent or guardian have questions please call for clarifications.

Personal Hygiene

Personal cleanliness in person and clothing is expected of every student. The principal and school nurse are responsible for notifying students and parents of problems concerning the cleanliness of students. Aerosol deodorant and hair spray cans should not be brought to school. Roll-on deodorants are acceptable. If needed, these items may be obtained from the school nurse.

Parking

A concrete parking lot on the east side of the school available for visitor parking. The car rider drop off location is the gym entrance on the east side of the building. This driveway is a one-way only. During drop off time the front entrance of the building will be used only for buses. Parents dropping off students after the tardy bell at 8:10, must drop off students at the main office and sign-in students. Pick-up time is 3:00 and the location is the gym entrance on the east side of the building. Vehicles MAY NOT be parked or located in the bus lanes during bus drop off and pick up times which are 7:40-8:10 and 3:15-3:30.

Safety Drill Procedures

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

Waiver of Student Fees

The Superintendent will recommend to the Board for adoption of fees, if any, charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials. Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for fee waiver contained in this policy. To ensure no students are denied educational services or

academic credit due to the inability of parents and/or guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption of additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waivers. Students receiving fee waivers are not exempt from charges for lost or damaged books, locks, materials, supplies, or equipment. The Superintendent shall ensure applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents and/or guardians in completing the application are available. A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches/breakfasts pursuant to 105 ILCS125/1 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

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

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations;
- One or more of the parents/guardians are involved in a work stoppage.

Parents and/or guardians shall submit written evidence of eligibility for waiver of student fees. The building principal will notify parents and/or guardians promptly as to whether the fee waiver request has been granted or denied. A building principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding. Questions regarding the fee waiver request process are to be addressed to the building principal's office.

Cell Phones, Pagers, and Similar Devices

Students may possess cellular phones and other mobile telecommunication devices during regular school hours and/or during school sponsored activities, as long as the cellular phone or other device is stored in the off mode and stored out of sight. In cases of emergency or extreme need, a teacher or administrator may approve students' use of cellular phones and other devices during regular school hours or during a school-sponsored activities. If an emergency or extreme need exists and it is not possible for a student to obtain such approval, he/she may use his/her cellular phone or other device only if there is a severe threat to either (1) his/her health or safety or (2) the health or safety of another individual. The student should inform the administration of the use of the phones and the problem.

Cell Phone Infractions and Disciplinary Consequences

1st Time – Confiscated and parent has to pick up

2nd Time – Confiscated, parents pick up, removal of recess for one day

3rd Time – Confiscated, suspension

- If a phone is confiscated, administration has the right to view contents of the phone to determine use.
- If photos have been taken in the restroom or locker room, it could result in immediate suspension and possible police involvement.
- Possession, distribution, and/or the attempt to obtain pornography is prohibited. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct.

Bullying

Bullying is the act of being habitually cruel to others. This is achieved by teasing, frightening, threatening, or hurting others. We believe that every student is entitled to attend school in an environment that is free from name-calling, taunts, threats, and intimidation. Our district takes a firm stance against the act of bullying and those who do the bullying. Bullying is addressed under the discipline system.

Student Insurance

Student insurance at South Central schools is available for each student in the district at a reasonable cost to the parents. Students are required to have either school insurance or proof of private insurance if they are participating in any extra-curricular activities. Students are required to report all injuries they receive at school to their teacher or the office. If medical attention is needed, an insurance claim form should be picked up in the office before going to the doctor's office or the hospital. The claim form is the responsibility of the student's parents/guardian and no charges should be billed to the school or any visits charged in the school's name. The district is **not** a provider of the insurance and all claims must go through the insurance office. All information will be presented to the students upon registration

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Education of Children with Disabilities

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term *children with disabilities*, as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the Illinois Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services are needed. 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. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with

disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parents and/or guardians to examine relevant records, an impartial hearing with opportunity for participation by the student's parents and/or guardians, and representation by counsel, and a review procedure. The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

Response to Intervention (RTI)

RTI is a federal and state initiative intended to meet a wide range of individual student needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. **The goal of RTI is to provide students with the help they need to be successful as early as possible in their school career.**

Student Testing and Assessment Program

The district student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against district student learning objectives and statewide norms. The Superintendent or designee shall develop and supervise a student assessment program and shall provide appropriate data to the Board to allow it to monitor the program's results. The program will:

1. Use the State assessment system and any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Conform to the schedule required by State law. It may include testing students in grades not required by State law to be tested.
3. Be uniformly applied to all students who are required to be tested, including: students in a state approved transitional bilingual education or transitional program, and students who have an Individualized Educational Plan (IEP).
4. Emphasize professional testing practices.

Overall student assessment data on tests required by state law will be aggregated by the District and reported, along with other information, on the District's annual report card. Board policy 7:340, Student Records, and implementing procedures govern recordkeeping and access issues.

Grading and Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents and/or guardians. The system shall also 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, performance based on PARCC, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine

remedial assistance for a student who is not promoted. Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher.

Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

Guidelines for Academic Promotion and/or Retention

Consideration will be given to the following criteria in determining whether a student should be retained or promoted for the next school year:

1. Student grades in core curriculum classes: Students are expected to pass 4 of the 6 core curriculum classes. These include the areas of Math, Language Arts, Literature, Science, and History/Social Studies.
2. Present enrolment in Special Education or Title I programs
3. Referral for Special Education or Title I assistance, but fails to meet the guidelines for inclusion in the program as set forth by the Kaskaskia Special Education District and the State of Illinois
4. Assessment of students academic abilities based on scores from PARCC testing
5. Previous record of retention
6. Chronological age of the student
7. Social or economical environment of the student
8. Recommendation of the teacher
9. Recommendation of the parent

Change of Address/Telephone Number

Inform the office if there are any changes to your address or telephone number. This information may be critical in an emergency situation.

Student Registration and School Admissions

All students shall be required to register for school each year on the dates and at the places designated by the School Board. Students enrolling in the District for the first time shall be required to present proof of residence, valid birth certificate, proof of immunization from disease as required by state law and proof of required physical examination. Documents used to verify proof of residence may include, but not limited to, driver's license, telephone bills, utility bills, or a tax bill for the reported address. The physical examination shall be made by persons licensed to practice medicine in Illinois and any state who are employed for that purpose by the parents or guardians of the children examined. The physical examination information shall be properly recorded on the Illinois Certificate of Child Health Examination form and presented to the school upon enrollment. If a person other than the parent/guardian is trying to enroll the student at their address, in addition to the above, they must sign an Affidavit of Residence, Custody, Control and Responsibility.

Education of Homeless Children

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A *homeless child* is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parents and/or guardians to the person appointed by the Regional Superintendent and provide the child or his or her parents and/or guardians with a written explanation for the denial. Whenever a child and his or her parents and/or guardians who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

Enrolling Students from Non-Public Schools

The District reserves the right of placement for students enrolling from homeschool or private school. The District will assess the student's academic performance based on an assessment determined by the school and place the student within the grade level in which the student proficiently scores.

Student Record Information

Student Records

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and records kept by law enforcement officials working in the school. State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent and/or guardian shall have the right to object to the release of information regarding the child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a records custodian who shall maintain student records. The Superintendent or designee shall inform staff members

of this policy, and shall inform students and their parents/guardians of it, as well as their rights regarding student school records.

Students and/or parents may obtain transcript information by contacting the Grade School Office. SCES adheres to the guidelines relating to the confidentiality of student information, provided in Public Law 93-380. Two types of records concerning students are maintained at South Central SCES:

1. The *Student Permanent Record* includes the minimum personal information necessary to a school in the education of the student. Such information includes the student's name, birth date, address, entrance exams, accident and health reports, and graduation date.
2. The *Student Temporary File* includes all information not required to be in the student permanent record. Such information may include family background, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student. All are subject to regulations of the State Board of Education. South Central Middle School will implement the following procedures concerning the student records, based upon the Illinois School Student Record Act of 1975.

Rights of Parents

1. Parents have the right to inspect and copy the educational records of their children to ensure that these records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students.
2. Parents may request the correction or deletion of any such data, which they consider to be inaccurate, misleading, or otherwise inappropriate.
3. The specific dated written request of parents is required prior to the release of information regarding students.

Release of Records

South Central School District #401 will not release to any third party the educational records of students without the written consent of their parents other than for the following exceptions:

- School officials and teachers
- Officials of other schools after a student has transferred
- State or federal officials for audit purposes or for reporting information required by state statute
- **Financial Aid officials in connection with a student's application for aid**
- Educational agencies approved by the State Superintendent of Education for developing, validating, and administering predictive tests, if such information will not permit identification of individual students
- Accreditation organizations, in order to carry out their function
- Appropriate persons who, in case of emergency, need information to protect the health or safety of students
- In response to court orders

Student Discipline Policies

Any conduct that tends to be disruptive of the educational program will be grounds for disciplinary action. Discipline action could include: student conference, parent notification, classroom management procedure, or suspension. Conduct disruptive to the educational process could include, but is not limited to the following:

- Dress code violation
- Cheating
- Leaving school grounds at any time without permission
- Unauthorized use of cell phone or other non-approved electronic device at school during hours
- Inappropriate language, gestures, teasing, or art
- Gang, secret organization
- Inappropriate use of technology or media
- Damaging, destroying or stealing of school or another individual's property
- Fighting/Scuffling/Rough-Housing
- Bullying, cyber-bullying, threatening, attempting or causing physical injury or violence toward any school employee, student, or other individual.
- Possession of any weapon or object considered to be a dangerous instrument or possession of any object that looks like a weapon is prohibited on school property or at school sponsored events. (If a knife or other dangerous object is brought to school by mistake, turn in to the office or teacher immediately without penalty.)
- The principal has the discretion to modify discipline procedures for students on a case-by-case basis.

Suspension Due Process

The Superintendent and all building principals are authorized to suspend students guilty of gross disobedience or misconduct from school and all school functions for the period not to exceed three (3) school days. The student and/or parents are due the following procedural protection:

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student 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.
3. Any suspension shall be reported to the parents or guardian of the student. Such report shall contain a full statement of the reasons for suspension and a notice to parents or guardian of their right of review.
4. Upon request of the parents and/or guardians, a hearing shall be conducted by the School Board or hearing officer appointed to review the suspension. At the hearing, the parents and/or guardians of the student may appear and discuss the suspension with the Board. After the hearing or upon the receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

Suspension Procedures for Special Education Students

The following procedures shall be used in suspension cases involving special education students:

1. Whenever a special education student is suspended an excessive number of times, the school district shall hold a manifestation of determination conference to determine whether or not the misconduct is the result of the student's handicapping condition as defined by the *Rules and Regulations to Govern the Administration and Operation of Special Education*. A case study reevaluation shall be completed and/or updated at the relatedness conference.
2. Such determination shall be made by staff members who are familiar with the student's handicapping condition and educational program in consultation with the staff of Kaskaskia Special Education District.
3. If the misconduct is the result of the student's handicapping condition, he or she shall not be suspended except as provided by Section 4 below. In such cases, the student's program shall be reviewed in a conference and, if necessary, altered to reduce or eliminate the misconduct. Parental participation in this process shall be encouraged.
4. The local district may suspend the student even if the misconduct is the result of the student's handicapping condition, if the student's presence poses a danger to the student, other students, faculty, or school property, or disrupts the educational process.

Expulsion Procedures for Special Education Students

The following procedures shall be used in expulsion cases involving special education students:

1. The District may expel students for gross disobedience and misconduct. An expulsion may be for a period in excess of ten (10) days, but not beyond the remainder of the school term. (Illinois School Code, Section 10-22.6; Opinion of the Illinois Attorney General.)
2. An expulsion hearing shall occur only after the student's parents and/or guardians have been afforded the right to a hearing before the School Board or a hearing officer appointed by it. The parents shall be notified of the hearing by certified mail, and the notification shall state the time, place and purpose of the hearing (Illinois School Code, Section 10-22.6.).
3. Prior to the expulsion of a special education student, the District shall hold a manifestation of determination to determine if the misconduct is the result of the student's handicapping condition as defined by the *Rules and Regulations to Govern the Administration and Operation of Special Education* (hereinafter referred to as the Rules and Regulations). Such determination shall be made by the local district staff and with Kaskaskia Special Education staff familiar with the student's handicapping condition and educational program in a conference with the student's parents. If the misconduct is not determined to be the result of the student's handicapping condition, District staff may choose to expel the student. Procedures required by the Rules and Regulations regarding changes in educational placement shall be followed prior to implementing any expulsion, including advising parents of their rights to a due process hearing.
4. If the misconduct is the result of the student's handicap, he or she shall not be expelled. In such cases the student's program shall be reviewed in the multidisciplinary staff conference, and if necessary, altered to reduce or eliminate the misconduct. Parental

participation in this process shall be encouraged. The Rules and Regulations shall also be allowed.

5. The District may seek a court order to change the student's placement or expel the student if his/her behavior poses a continuing danger to himself/herself or others in the school.

Searches of Students

Searches of student's personal possessions shall be conducted by the principal or a designee if there is a reasonable basis for believing the student is concealing material which is prohibited by federal, state, or local law or the provisions of the Illinois School Code. A student's locker is the property of the school and must be used for the purposes intended. School officials may search lockers at any time, with or without the student's knowledge or consent.

Metal Detector Policy

Based upon the rise in the number of weapons and objects confiscated from students and the rise in the number of incidents of violence in the recent past, South Central Community Unit School District #401 hereby finds that it may be necessary to use a hand-held metal detector wand to screen students, student lockers, and/or student possessions (such as briefcases, knapsacks, purses, book bags, or parcels) in order to protect and maintain the safety and well being of the students who attend in the District.

Student Conduct: Drugs

The illicit use, possession, or distribution of non-medical drugs, the use, possession, or distribution of *look alike* drugs, is not permitted on school busses, in school buildings, or on school property at any time. This includes all school sponsored and related activities, whether held during school hours or after or at another school. Students will not be permitted to attend school under the influence of illicit drugs. Any student in violation of this policy shall be recommended for suspension and/or expulsion according to the requirements of the School Board's policies. Parent and juvenile authorities shall be promptly notified. When a substance is determined to be an illicit or *look alike* drug, the identity of the student shall be given to the proper authorities for prosecution. All prescription drugs, medicine, stimulants **must be turned into the office** for dispensing. A letter from the parent must accompany the medicine stating the dosage and duration the student is to be taking the prescription. The letter will be kept on file in the office.

Cafeteria Rules

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

Standardized Testing

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

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;

5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Bus Conduct

Students are expected to follow all schools when riding the school bus. Students may be disciplined with loss of recess time, classroom rewards, phone calls to parents, etc. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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.

Gang Activity

Students are prohibited from engaging in gang activity. A *gang* is any group of three or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to:

- wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership
- committing any act or omission, or using any speech, either verbal or nonverbal (such as gestures or hand-shakes) showing membership or affiliation in a gang,
- using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to soliciting others for membership in any gangs, requesting any person to pay protection or otherwise intimidating or threatening any person, committing any other illegal act or other violation of school district policies, or inciting other students to act with physical violence upon any other person.

Weapons

Any student who is determined by school officials to possess, use, transfer, or control a weapon on any school grounds, in any school bus, at any school-sponsored activity or event, or at any activity or event which bears a reasonable relationship to school, except where such possession, use, transfer, or control is necessarily incident to a legitimate part of a bona fide school program or activity, shall be expelled for a definite period of time not less than one (1) year and not more than two (2) years, except as provided below.

For purposes of this Rule, *weapon* shall include, but not be limited to:

- Any type of *firearm*, as defined in 430 ILSC 65/0.01, whether loaded or unloaded; and
- Any type of *ammunition*, as defined in 430 ILSC 65k/1.1; and
- Any type of *explosive material*, as defined in 225 ILSC 201/1003(b); and
- Any type of knife or pocket knife; and
- Any type of club, brass knuckles, metal stars, or metal pipes; and
- Any object which substantially resembles any of the objects listed above; and
- Any object, which is actually used to cause bodily harm to another person, attempted to be used to cause bodily harm to another person, or used to threaten bodily harm to another person
- Any weapon determined by school officials to have been possessed, used, transferred, or controlled in violation of this rule shall be retained by school officials and turned over to either a parent or legal guardian of the student or to the police

The minimum length of expulsion may, in the Board's discretion, be modified in an individual case. Factors taken into account in such a decision may include:

- The seriousness of the student's conduct
- The history or record of the student's past conduct
- The likelihood that the student's conduct will affect the delivery of education services to other students
- The severity of the punishment
- The interests of the student
- The possession and/or use of any kind of pocket knife is prohibited in school buildings, on school buses, and on all other school property at all times.

Any student found in violation of this policy shall have his/her pocket knife confiscated and kept in the principal's office where it may be claimed by a parent or guardian. Any student who uses a pocketknife as a weapon to threaten or harm another person during the school day or at any school-sponsored and related activities shall be subject to the Board's disciplinary penalties for misconduct.

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. 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

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:

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 substantially interfering with a student's educational environment; creating an intimidating, hostile, or offensive educational environment; depriving a student of educational aid, benefits, services, or treatment; or making submission to or rejection of such conduct the basis for academic decisions affecting students

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/or 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 building principal. Students may choose to report to a person of the 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 for appropriate action.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students. Sexual harassment is prohibited. Sexual harassment is defined as:

1. a behavior or words that are directed at a person because of his or her sex; are uninvited, unwanted, and unwelcome; cause a person to feel uncomfortable or offended; create an environment that makes learning difficult; and may be repeated or may be very offensive on a one-time basis; or
2. an employee's unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature, that denies or limits the provision of educational assistance, benefits, or services; or that makes such conduct a condition of a student's academic status; or
3. unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature by anyone, including students, that has the effect of interfering with a student's educational environment; creating an intimidating or offensive educational environment; depriving a student of educational assistance, benefits, or services; making submission to or rejection of unwelcome sexual conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the principal.

The following are possible consequences for sexual harassment:

1. Verbal reprimand
2. A student being required to receive counseling
3. Detention and/or suspension from school
4. Be deprived of privileges, activities, or extra-curricular activities
5. Have law enforcement agencies involved
6. The student's schooling be at an alternative placement
7. Possible expulsion from school

School Medication Authorization

According to Illinois Department of Public Health and Illinois State board of Education guidelines for medication administration in the school, a written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber. Orders are renewed annually.

Name of Student _____ Date of Birth _____

Teacher _____ Grade _____

Medication _____ Dosage _____

Purpose of Medication _____

Side Effects _____

Time Medication Is To Be Given _____

Anticipated Number of Days It Needs To Be Given _____

Signature of Prescriber _____ Date _____

Address/Phone of Prescriber _____

I hereby give my permission for the student listed above, to take the above listed medication at school, as indicated by the above prescriber. I understand that it is **my responsibility to furnish this medication. I understand the medication is to be brought to school in the original container labeled with the student's name and date.**

Signature of Parent/Guardian _____ Date _____

Parent & Student Agreement to Carry Medications

South Central Schools

I give permission for my child _____ to carry the medications described below. I understand that he/she must follow the rules for self-medicating. I will notify the school of changes in medication of my child's condition. I will also provide an additional dose of medication to be kept at the school in the event my child forgets or loses his/her medication.

Name of Medication _____ Dosage _____

Frequency of use _____

Signature of Student's Physician

Date

I understand Illinois State Law requires the school district to inform parents/guardians, in writing, that the school district, its employees or agents are to incur no liability, except for willful misconduct, as a result of any injury arising from the self-administration of medication by the student.

Parent/Guardian Signature _____ Date _____

Student Agreement

I, _____, student at South Central School, agree to follow the rules for self-medicating and have done the following with the school nurse or appointed school agent:

- _____ 1. Name the medication
- _____ 2. Explain why they are taking it
- _____ 3. Demonstrated the correct use of medication
- _____ 4. Explain when they are to take it
- _____ 5. Will immediately report to school personnel if medication is not effective

Student's Signature _____ Date _____

SCES Terms and Conditions for Internet Use School Year 2017-2018

Please read the following carefully before signing the attached contract. Failure to understand and abide by these conditions will result in disciplinary actions taken against you. Internet access is now available to students and teachers at South Central Elementary School (SCES). The access is being offered as part of a collaborative project involving the South Central Middle School, the Illinois State Board of Education, our community members and Rural Comm. We are very pleased to bring this access to SCES and believe that the Internet offers fast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in SCES by facilitating resource sharing.

The Internet is an electronic "highway" connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- Electronic mail communication with people all over the world
- Information and news from many resources including such institutes as Illinois State libraries and Universities
- News organizations such as CNN
- Research facilities such as NASA
- Public domain and shareware software of all types
- Discussion groups on a plethora of topics ranging from Chinese culture to the environment to music to politics
- The Library of Congress

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of our institution.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end of users (you) who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If an SCES user violates any of these network provisions, his or her account with the SCES network will be terminated and future access could possibly be denied. Your signature on the attached contract is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Computer Network Operating Procedures

1. No student is to use a computer in any computer lab or classroom without a designated supervisor (certified employee of South Central Unit #401 School District) physically present.
2. Each user will have an assigned seat during lab use. Users assigned to the workstation will be responsible for any damage occurring to the workstation (i.e. keys disappearing from the keyboard, damage to mouse device).
3. Users will not bring food, candy, drinks, cough drops, or any reasonable facsimile thereof into any computer lab in Unit #401 School District.
4. Each network user has a separate login and a password, which grants rights to a certain storage area on the network. Users are not to share logins or passwords with anyone else. The holder of the assigned login will be held responsible for any activity committed under that login. Users found attempting to login in with another user's login ID will lose network access privileges.
5. Concerning the printing of documents, you should only print out a hard copy of a document when you are ready to submit that document for final approval. Proofreading should be done on the screen.
6. Users are not to print files that are not directly related to their course work.
7. Users are not to send print jobs to printers outside the assigned work area for a particular class.
8. Users are not to print multiple copies of a document on any printer. These machines are not photocopiers, and per page cost to print is not favorable to making multiple copies of the same document.
9. If you use the last piece of paper in a printer, ask the lab supervisor to refill the printer before you go back to your workstation.
10. When finished with a workstation, make sure to log completely out of the system.
11. Use of non-educational software, unauthorized software, and/or unlicensed software programs on the network or on the network workstations of Unit #401 Schools will not be tolerated.
12. The computer system in our school district is a network system; therefore, our applications are operating in a shared environment. Users must recognize that any manipulating, changing, or deleting of the program files that directly affect the performance and/or appearance of any network software is prohibited.
13. Users are responsible for the maintenance of their home directories. Files that are not currently being used or files that will not be accessed for reference in the near future should be deleted. These directories are for school-related data only. Never keep any files in the directory that are private to you. Unauthorized files such as games, utilities, or other similar file structures are NOT allowed in a user's home directory.
14. When using electronic mail applications on the Unit #401 networks, users are expected to abide by the generally accepted rules of network etiquette, which include the following:
 - Be polite.
 - Do not write or send abusive messages to others.

- Use appropriate language. Do not swear, use vulgarities, or use other classifications of unacceptable language.
- Remember e-mail is not private.
- Do not use the e-mail system in such a way that it would disrupt the activities of others (e.g. transferring of large files, sending mass e-mail messages).

Security is a major concern on the network system of Unit #401 Schools. If users feel at any time they can identify a security problem on the network, it is that user's obligation to report the issue to the immediate supervisor and the network supervisor. Do not demonstrate the problem to other users. Any user identified as a security risk, or having a history of being a *problem user* will be denied access to the computers in the District. Any vandalism or malicious attempt to harm or destroy any data on the network (i.e. the uploading or creating of a computer virus) will result in the expulsion of the student from the network system permanently. Activities by users on the network are to be limited to educational operations; no personal or private activities are to be operated using the computers and/or computer networks of Unit #401 Schools. Any illegal activities, including violation of copyright or other contracts, or any operation for personal/commercial financial gain are expressly prohibited. No user is authorized to use a USB drive in a workstation unless this has been authorized by the supervisor.

Terms and Conditions

Acceptable Use - The purpose of South Central Elementary School's access to the Internet is to support research and education in and among academic institutions throughout the U.S. and the World by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and be consistent with the educational objectives of the South Central School District.

- Use of other organization's networks or computing resources must comply with the rules appropriate for that network.
- Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret.
- Use for commercial activities by for-profit institutions is not acceptable.
- Use for product advertisement or political lobbying is also prohibited.
- Illegal activities are strictly prohibited.
- SCES has installed Internet filtering software in compliance with anticipated federal regulations. However, no filtering software is 100%. It is still ultimately the responsibility of the individual user to police his/her own Internet access and use.

Privileges - Use of the Internet through SCES is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives an account will be part of a discussion with an SCES faculty member pertaining to the proper use of the network. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is appropriate use, and his/her

decision is final. The administration, faculty, and staff of SCES may request the system administrator to deny, revoke, or suspend specific user accounts.

- No chat rooms, messenger, Internet games, or e-mail use will be permitted unless authorized AND supervised by a teacher. Failure to have proper supervision and authorization may result in suspension of privileges.

Netiquette - Students 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 write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your personal address or phone number or any other personal financial information.
- Do not reveal the names, personal address, or phone numbers of your friends.

E-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Further, e-mail use is restricted to use for classroom assignments only. The school's system is not to be used for personal e-mail by students. Do not use the network in such a way that would disrupt the use of the network by other users (e.g. downloading huge files during or prime time; sending mass e-mail messages). Further, do not download any software without express permission from your classroom teacher or a network administrator.

Reliability—SCES makes no warranties of any kind, whether expressed or implied for the service it is providing. This includes loss of data resulting from delays, non-deliveries, and miss-deliveries. Use of any information obtained via SCES network is at your own risk. SCES specifically denies any responsibility for the accuracy or quality of information obtained through Internet Services.

Security—Security on any computer system is a high priority, especially with many users.

- If you feel you can identify a security problem on our network you are obligated to notify a system administrator.
- Do not demonstrate the problem to other users.
- Do not use another individual's account without permission from the system administrator.
- Do not give your password to any other individual except a network administrator.
- Attempts to login to the system as any other user than you will result in cancellation of user privileges.
- Attempts to login to the network as a system administrator will result in cancellation of user privileges and probably suspension from school (or worse)
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the SCES system and/or the Internet.

Vandalism—Vandalism will result in cancellation of privileges. Vandalism is defined as:

- Any malicious attempt to alter or destroy data of another user, or any malicious attempt to alter or destroy data on South Central Elementary School file servers or workstations.
- Any malicious attempt to alter or destroy data on any computer system attached to the Internet. This includes, but is not limited to, the uploading, downloading, or creation on computer viruses.
- Any changes in a workstation's system or monitor settings.

Updating Your User Information—SCES system administrators may occasionally alter your account information (at least annually for students) in order to maintain proper network access. When possible, you will be notified in advance of such changes. Regardless, SCES is not responsible for any loss of data or delays these alterations may cause.

Exception of Terms and Conditions—All terms and conditions as stated in this document are applicable to the South Central network and Internet access through that network. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Illinois and the United States of America.

Any South Central School District student or staff may apply for a Network and Internet account. To do so you must complete the attached contract and application. Return the completed contract portion to the system administrator. Completing the application should not be construed as a guarantee of acceptance. Retain this copy of the Terms and Conditions for your personal records.



South Central Community Unit School District 401

Kerry Herdes, Superintendent
Kinmundy, IL 62854
618-547-3414

Schools:
South Central High School
South Central Middle School
South Central Elementary School

Date: November 24, 2016
Re: Highly Qualified Status
Program: Title I Program
Subject: Attestation Letter

Parents and Guardians,

All of our teachers within the attendance centers of South Central Elementary and South Central Middle School are Highly Qualified within their respective areas. We will continue to hire and maintain teachers that are highly qualified in the certification areas.

Kerry Herdes



South Central Schools
Title I
Parent/Student/Teacher/Principal Compact

Parent Agreement

Parents want children to achieve. Therefore, parents will encourage children by doing the following:

- See that children are punctual and attend school regularly with necessary supplies
- Support the school in its efforts to maintain proper discipline
- Establish a time and place for homework and see that it is completed daily
- Attend all classroom and Title parent conferences

Student Agreement

It is important that students work to the best of their abilities. Therefore, students will strive to do the following:

- Come to school everyday with classroom supplies
- Obey the school rules
- Ask teachers questions for clarification
- Complete and turn in daily assignments and homework

Title I School Wide Teacher Agreement

It is important that students achieve. Therefore, teachers will strive to do the following:

- Provide relevant homework assignments for students
- Provide information about student progress to students and parents
- Communicate with each parent to ensure the best education possible for students
- Explain expectations and instructional goals to students and parents
- Strive to discover what techniques and materials work best for students

Principal Agreement

The principal will support with form of parent involvement. Therefore, the principal will strive to do the following:

- Create a welcoming environment for students and parents
- Communicate to students and parents the school's mission and goals
- Reinforce the partnership between parent, student, and staff
- Act as an instructional leader by supporting teachers in their classrooms

Parents Right to Know
Qualifications of Educators
School District Information Form

Dear Parent:

The No Child left Behind Act is a federal law which requires schools to notify you that you may ask for information about the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

You may write or telephone requesting the above information. You will receive a response to your request within 10 days

Sincerely,

Kerry Herdes

August 18, 2017

Certified Staff/Support Staff
South Central Community Unit School District # 401
501 South Madison Street
Kinmundy, IL 62854

Dear Employee:

The South Central Community Unit School District # 401 wishes to inform you that our formal Asbestos Management Plan is available for inspection by any interested individual by appointment made at least one working day in advance. Because of the importance that is attached to the Management Plan and its extreme size and complexity, a staff person familiar with the plan must be present to assist you in your examination of the plan. The Asbestos Management Plan is on file in the unit office.

If you desire a copy of the Management Plan, the school district will make that copy available to you within thirty days of receipt of a written request at a reasonable cost per page. The plan is divided into specific sections containing several pages in extent while continuously increasing in volume. Therefore, you will need to request only those parts of the Management Plan which you will need. We will be happy to assist you in this matter.

If you have any further questions regarding the Asbestos Management Plan, please call Kerry Herdes, Superintendent of Schools, (618) 547-3414.

Sincerely,

Kerry Herdes,
Superintendent of Schools