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## East Coloma Elementary School 2009 – 2010

“The Informer” is an informational resource for parents, students, and staff. Information about the following list of topics is available in this booklet. Expectations for student behavior and the rights and responsibilities for all are contained within. Please use this booklet as a resource.

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### **EAST COLOMA SCHOOL MISSION STATEMENT**

East Coloma School is committed to excellence in teaching and learning for all students. We will provide effective instructional leadership and a quality learning environment, which will enhance student self-worth and will measurably improve student outcomes. East Coloma School holds high expectations for students and staff. We share with our parents/guardians and our community the responsibility for the education of all students so that they will be prepared to live and work in a rapidly-changing world.

### **BOARD OF EDUCATION**

Mark Nardini, President	Term Expires: 2011
Kerri Jakubczak, Vice President	Term Expires: 2011
Neal Folgers, Secretary	Term Expires: 2013
ShirLee Wolf	Term Expires: 2011
Bill Seidel	Term Expires: 2013
Kim Nailor	Term Expires: 2013
Jerry Stanley	Term Expires: 2013

\*Barb Harrington, Board Recording Secretary

### **REGULAR MONTHLY MEETING DATE**

Board of Education meetings are scheduled for the third Tuesday of each month at 6:30 p.m.

## 2009 - 2010 SCHOOL CALENDAR

August	6-7	Registration
	20	Teachers' Institute
	21	Teachers' Institute
	24	Half Day Student Attendance Day (8:32-10:00 a.m.)
	25	First Full Day of School & Hot Lunch Program Begins
September	7	No School – Labor Day
	9	Open House - 6:00 – 8:00 p.m.
October	9	Noon Dismissal – School Improvement Day
	12	No School – Columbus Day
	29	Bring a Sack Lunch Day
	30	End of First Quarter
	30	Noon Dismissal – School Improvement Day
November	11	Noon Dismissal – P/T Conferences – 3:00-6:00 p.m.
	12	Full Day of School – P/T Conf. – 4:00-7:00 p.m.
	13	No School – P/T Conf. 9:00 a.m. - Noon
	25-27	No School – Thanksgiving Break
December	22	Early Dismissal – 2:30 p.m.
	23-31	No School – Christmas Break
January	1	No School – Christmas Break
	4	School Resumes
	8	<b>End of 1<sup>st</sup> Semester (86 Days)</b>
	18	No School – Martin Luther King, Jr. Day
February	15	No School – Presidents' Day
	16	No School – Teachers' Institute
March	1-12	ISAT Testing
	12	End of Third Quarter
	26	Noon Dismissal – School Improvement Day
	29-31	No School – Spring Break
April	1-5	No School – Spring Break
	6	School Resumes
May	3	Noon Dismissal – School Improvement Day
	26	No School – Teachers' Institute
	27	8 <sup>th</sup> Grade Promotion
	27	Last Day of School – Report Cards
		End of Second Semester (89 Days)
	28	Emergency Day (If Needed)
June	1 – 4	Emergency Days (If Needed)

**EAST COLOMA ELEMENTARY SCHOOL PERSONNEL**

Kevin Andersen	Superintendent
Robbin Boerjan	Assistant Principal
Barb Harrington	Bookkeeper
Carol Lubbs	Building Secretary
Tim Ratliff	Athletic Director
Laura Spreier	Kindergarten Teacher
Sarah Jenkins	Kindergarten Teacher
Mary Mammosser	First Grade Teacher
Katie Lacy	Second Grade Teacher
Trisha Hippen	Second Grade Teacher
Nicole Sands	Third Grade Teacher
Arlene Hildebrand	Fourth Grade Teacher
Shirley Upstone	Fifth Grade Teacher
David Chavira	Physical Education Teacher
Robbin Boerjan	Middle School Social Studies Teacher
Jeff Steder	Middle School Mathematics Teacher
Pam Gascoigne	Middle School Literature Teacher
Jim Geer	Middle School Language Arts Teacher
Julie Gallentine	Middle School Science Teacher
Lois Bartelt	Learning Resource Teacher
Cheryl Wolford	Learning Resource Teacher
Karla Mellott	Title I Reading Teacher / RTI Coordinator
Julie Woessner	Vocal Music Teacher
Jeff Lattimer	Technology Coordinator
Gwyn Brown	School Nurse
Lori Zulauf	Library
Tim Ratliff	Head Custodian
Jerry Adams	Night Custodian
Bill Bates	Experience Works Custodian
Ed Pleskovitch	Experience Works Custodian
Marcia Rucker	Classroom Aide/Lunchroom-Playground Attendant
Kris Rogers	Classroom Aide
Kim Lutz	AmeriCorps Program
Char Atherton	Elementary Hearing Impaired Teacher
Cassie Considine	Upper Elementary Mentally Impaired Teacher
Paula Eberley	Junior High Mentally Impaired Teacher
Kris Arduini, Kathy Bielema, Paula Rosene	Bi-County Aides
Crystal Anger	Bi-County Aide
Vicki Deter	Bi-County Nurse
Sherri Plaza, Carmel Dieken	Interpreter
Kelsi Eakle	Speech Pathologist
Eric Birkmeier	Psychologist
Rae Bardel	Social Worker
Tina DeGroot, Wynne Leaf, Betty Spinka	Cafeteria Workers

**EAST COLOMA COMMUNITY CLUB**

Community Club is the parent/teacher organization of the school. Throughout the years, Community Club has purchased supplies for students and teachers, supported the sports programs, and coordinated many worthwhile programs for the betterment of East Coloma Elementary School. Each parent is urged to make a difference in his/her child's educational experience by becoming active in the East Coloma Community Club.

## COMMUNITY CLUB OFFICERS FOR 2008 - 2009

Dan Yanes	President
Dorie Sandrock	Vice-President
Dawn Nardini	Secretary
Lisa White	Treasurer

## CITIZENS ADVISORY COMMITTEE

A Citizens Advisory Committee has been established by the Board of Education to assist the Board in establishing long-term goals and objectives for the school district. In addition, the Advisory Committee shall serve as the Advisory Review Committee for all district discipline policies, for special grant programs and applications, and for on-going programs and activities.

## RESIDENCY

### Resident Students

Only students who are residents of the district may attend a district school without a tuition charge, except as otherwise provided below or in Illinois State Law. A student's residence is the same as the residence of the person who has legal custody of the student. The administration may require proof of residence and legal custody. "Legal custody" means:

1. Custody exercised by a natural or adoptive parent with whom a student resides;
2. Custody granted by order of a court to a person with whom the student resides for a reason other than to have access to the district's educational programs;
3. Custody exercised under a statutory short-term guardianship, provided that within 60 days of the student's enrollment, a court order is entered establishing a permanent guardianship and granting custody to a person with whom the student resides for a reason other than to have access to the district's educational programs;
4. Custody exercised by an adult caretaker/relative who is receiving aid under the Illinois Public Aid Code for the student who resides with that adult caretaker/relative for a reason other than to have access to the district's educational programs; or,
5. Custody exercised by an adult who demonstrates that, in fact, he/she has assumed and exercises legal responsibility for the student and provides the student with a regular fixed nighttime abode for purposes other than to have access to the district's educational programs.

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

If a student's family plans to move into the district within 32 calendar days after the beginning of the school year, the student will be allowed to attend school at the beginning of the school year without payment of tuition.

### Non-Resident Students

Non-resident students may attend a district school upon the Superintendent's recommendation, approval of the Board of Education, and subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will attend the school designated by the Board of Education.
3. The student will be accepted only if there is sufficient room.
4. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by Illinois State Law.
5. Transportation to and from school shall be the responsibility of the parent(s)/guardian(s).

The Superintendent or designee is authorized to enter into a written agreement with adjacent school districts to provide for tuition-free attendance by a student of the adjacent district, provided that both of the Superintendents or designees and the adjacent district determines that the student's health and safety will be served by such attendance. When making a request for tuition-free attendance, the student or parent(s)/ guardian(s) should state in writing how the student's health and safety needs will be served by such attendance.

The Superintendent or designee is authorized to enter into written agreements with cultural exchange organizations and institutions supported by charity to provide for the tuition-free attendance by foreign exchange students and non-resident students of charitable institutions.

**Challenging a Student's Resident Status**

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the district for whom tuition is required to be charged, the Superintendent, on behalf of the Board of Education, shall notify the person who enrolled the student of the amount of tuition that is due. The notice shall be sent by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the Illinois School Code (105 ILCS 5/10-20 – 12b).

**REGISTRATION AND FIRST DAY / PAYMENT OF FEES**

Registration and the payment of book rental, student accident insurance, and other fees will be August 6 & 7. All patrons of the district are urged to make these payments before the first day of school. Classroom teachers will not be collecting fees. Payment may be made in the school office between 9:00 a.m. - 12:00 noon and 1:00 – 4:00 p.m. Book fees for the 2009-2010 school year are as follows:

Grades K – 5	\$45.00
Grades 6 – 8	\$55.00 (includes Science Lab Fee of \$10.00)

Monday and Tuesday, August 20 - 21, will be devoted to Teacher Institute Days and preparations for the upcoming school year. All students should report to school on Wednesday, August 24, from 8:32 – 10:00 a.m. During this time, students will be given registration cards, insurance forms, and other necessary items. All students must be registered to attend school. Beginning Tuesday, August 25, school will be in session all day (8:32 a.m.-3:00 p.m.).

**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 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 the Liaison for Homeless Children, 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 the Liaison shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. The Superintendent shall appoint a Liaison for Homeless Children. If a child is denied enrollment or transportation under this policy, the Liaison shall immediately refer the child or his/her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his/her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian 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 may, 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.

A "homeless child" is defined as provided in the McKinney Homeless Assistance Act. If you have any questions, please call our Homeless Liaison, Carol Lubbs at 815-625-4400.

## WAIVER OF BOOK RENTAL FEES

The Illinois School Code (Article 10-20.13) requires school districts to waive book rental fees for children of parents unable to afford them. Waiver Request Forms should be requested at the time of registration. Each request will be individually reviewed and a waiver approved or denied as per Board of Education Policy. All policies regarding fee waivers are available from the School Office.

## DELAYED PAYMENT REQUEST

Provisions can be made for delayed payment of book rental fees for those unable to afford the payment of all fees at registration. A partial payment can be made and a plan established to pay the remaining fees at a later date. Those wishing to make delayed payments should ask for a Delayed Payment Request Form when registering their child(ren) for school.

## KINDERGARTEN ELIGIBILITY

Any child living in District #12 and who is five years of age before September 1, 2009, is eligible to attend Kindergarten. A vision exam is required for Kindergarten, a physical examination is required for grades K & 6, a dental examination is required for grades K, 2 & 6. A copy of a certified birth certificate is also required of all students entering Kindergarten.

## PHYSICAL, VISION, AND DENTAL EXAMINATIONS

Physical Examinations. Health examinations, as prescribed by the Department of Public Health, shall be required of all pupils in the public elementary schools immediately prior to or upon entrance in kindergarten or the first grade. Effective August 24, 2007, Public Act 95-0422 revised the School Code such that a health examination will now be required before entering the sixth grade of any public. Special Education students will require re-examinations at 10 years and 14 years of age. This is an Illinois State requirement, and a child may be prevented from attending school if he/she is not in compliance with the law. Stern measures will be taken on this matter, as schools can lose State Aid if a health examination record is not on file for every child in school.

Dental Examinations. Effective July 1, 2005, School Code requires that “all children entering kindergarten, second grade, and sixth grade of any public, private, or parochial school must have a dental examination.” Parents may visit a family dentist of their choice and submit the paperwork to the school.

Vision Examinations: Effective January 1, 2008, Public Act 95-671 of the Illinois School Code requires that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination by a physician licensed to practice medicine in all its branches or a licensed optometrist upon entrance into school.

## LEAVING SCHOOL GROUNDS / STUDENT SAFETY

Students should **never** leave the school building or grounds without the permission or supervision of a parent or a teacher. **Parents, please remind your child that he/she should never leave the school building or premises unattended, without telling a teacher, or without signing out in the Office.**

## STUDENT ACCIDENT INSURANCE

All students at East Coloma School are covered against medical expenses for accidents that occur while attending regular school sessions. If your child travels to school on a district bus, the coverage extends to travel time of the bus. This valuable coverage can help to protect East Coloma students against the high cost of medical expenses related to accidental injuries that occur while they are participating in or attending activities exclusively organized, sponsored, and supervised by the school and school employees, except tackle football, ice hockey and skiing. This includes travel to and from the activity in any vehicle furnished by the school and supervised solely by school employees. If you already have insurance protection, the student accident insurance available from Zevitz-Redfield & Associates, Inc. can help to fill the gaps in coverage left by deductibles or coinsurance payments. This additional coverage is offered to all students on an optional basis. Information on the coverage that is provided and on the available optional coverage will be available in the School Office.

## STUDENT PARTICIPATION FEES

A Student Participation Fee of \$40.00 per activity per year will be required for all students who participate in one of the following activities:

Boys Basketball	Grades 5 – 8
Girls Basketball	Grades 5 – 8
Volleyball	Grades 5 – 8
Cheerleading	Grades 5 – 8
Track	Grades 5 - 8

Students who have not paid the Student Participation Fee before the first game will not be allowed participate in that event until the fee has been paid in full.

## SCHOOL BUS SERVICE

The Board of Education is concerned about the potential hazards facing some students if they had to walk or ride their bicycles to school. Therefore, the Board has decided to offer free bus transportation to students residing in areas where there is a clear hazard, such as crossing or using Route 30 or Dixon Avenue to get to school. Designated bus stops will be established. Students will not be allowed to get off at any bus stop, other than their own, without written permission from their parents and written approval from the School Office. Bus stop locations, times, and streets serviced are available in the School Office.

The number of bus stops must be carefully controlled. Additional stops for the convenience of individual students will not be approved. Every effort has been made to load and unload students on the same side of the street on which they reside; however, some students may have to cross a street to get to the bus stop. No student should cross Route 30 or Dixon Avenue to get to a designated bus stop. Please inform the School Office if this is occurring. Locations of bus stops and times may be altered to accommodate the largest number of students and create the safest, most efficient routes.

**Students riding the bus will be expected to follow the directions, rules, and regulations of the bus driver, the bus company, and the school.** Bus drivers will review bus rules with the students at the beginning of each year and several times throughout the year. Disciplinary procedures for inappropriate behavior(s) on the school bus will be as follows:

1 <sup>st</sup> Offense	Verbal Warning
2 <sup>nd</sup> Offense	One-Day Bus Suspension
3 <sup>rd</sup> Offense	Three-Day Bus Suspension
4 <sup>th</sup> Offense	Five-Day Bus Suspension
5 <sup>th</sup> Offense	Ten-Day Bus Suspension
6 <sup>th</sup> Offense	<u>Permanent Removal</u> from riding the bus for the remainder of the school year

Gross disobedience or obvious, repeated misconduct on the bus, at bus stops, or related to the bus on the way to and/or from school will result in an immediate suspension or expulsion from the bus. Violations of a criminal nature, such as criminal damage to property, assault, or battery, will result in immediate removal from the bus, suspension or expulsion of bus riding privileges, and referral to proper law enforcement agencies.

Questions, complaints, or problems regarding bus service should be directed to the East Coloma School Office at 625-4400.

### **HOT LUNCH PROGRAM**

A complete lunch is available to every East Coloma student. The lunch consists of a combination of hot and cold foods prepared to meet the minimum daily nutritional requirements for good health, as established by the United States Department of Agriculture under the National School Lunch Act. School lunches are prepared daily by Rock Falls Elementary District #13 and delivered daily to East Coloma School. Students are urged to eat the lunch each day, thereby ensuring them of at least one well-balanced daily meal. Parents are asked to pay for lunches on a weekly basis, according to the number of lunches desired for a given week. Students who cannot afford to purchase a lunch may be eligible to eat free or at a reduced rate. Parents may complete an application form in the School Office for free or reduced-priced lunches. Upon meeting certain Federal requirements, all students in the family may be eligible for the free or reduced-priced lunch program.

The school lunch program is organized as a closed lunch period. All students are required to eat lunch at school, whether they prefer a hot lunch or a sack lunch brought from home. Exceptions to this policy must be requested in advance and approved by the Superintendent. **Parents may take their child to a restaurant for lunch as long as proper notification has been given to the school. Parents may not purchase a restaurant lunch for their child and drop it off for their child to eat at school.** Also, when packing a lunch for your child to eat at school, please do not include "soft drinks or soda" in a can or a bottle. Students may purchase milk at school to drink with their sack lunch. If you wish to provide a beverage for your child, please make sure it is in an unbreakable, tightly-sealed container.

Occasionally parents/guardians enjoy having lunch at school with their child. Parents/Guardians who wish to order a hot lunch should call the School Office by 9:30 a.m. on the day of the visit. The cost of daily school lunches are as follows:

Student Lunch	\$1.80
Adult Lunch	\$2.35
Reduced Lunch	\$ .40
Carton of Milk	\$ .25 (per half pint carton)

### **SCHOOL NURSE AND ADMINISTRATION OF MEDICATION**

A school nurse is at East Coloma School each day on a part-time basis from 11:00 a.m. to 3:00 p.m. Complete guidelines for the administration of medication are available from the School Office or the school nurse. Under no circumstances will any medications be dispensed to students without parental consent and a physician's signature. The purpose of the guidelines is to reduce the number of medications for those children who require them. Students are not allowed to possess any type of medications at school. Basic procedures will be as follows:

1. Students who must take prescription medication during school hours must have the medication brought to school in the original prescription container.
2. The physician and the parent/guardian must sign a school form giving permission for the medication to be administered at school.
3. Non-prescription, or over-the-counter medications are discouraged from being given during school hours; however, if it becomes necessary to do so:
  - a. a written request on the school form must be submitted and signed by both the physician and the parent/guardian, and

- b. medication must be brought to school in the manufacturer's original container and must have the student's name and grade affixed to the container. Over-the-counter medications will no longer be provided by the school district.
4. Students may possess an inhaler for asthma, provided both parents/guardians and the doctor complete the necessary school form.

Parents should not send a sick child to school. Parents/Guardians will be called to come to school to pick up their child(ren) in any of the following cases:

- a temperature of 100°, or above
- vomiting
- severe coughing
- skin infection

Please inform the nurse if your child has had an illness at home or a serious injury (such as a fracture). Also, please notify the nurse if your child takes medication(s) at home.

### **COMMUNICABLE DISEASE AND EXTENDED ABSENCE DUE TO ILLNESS**

Students with infections or illnesses suspected to be "communicable," that is contagious toward others and easily spread to others, will be immediately excluded from school. Students must be free from fever, vomiting and diarrhea for 24 hours before returning to school. Parents/Guardians will be notified to remove the child from school and advised to seek treatment if they have not already done so. Common examples of these types of occurrences are "pink eye," head lice, measles, contagious skin rashes, and chicken pox. In most cases, a physician's release must be obtained before the child will be allowed to return to school.

Specific policies have been developed for situations where a student may contract a long-term chronic communicable disease. The administration will act according to the guidelines established in the policies. As a part of the policy, students suspected of having a chronic communicable disease shall be excluded from school until a case study evaluation has been completed. The student will be required to submit to a medical examination as part of the case study evaluation.

In certain situations where a student must be absent from school for an extended period of time due to an injury or illness, the school is obligated to provide educational services. Students or parents faced with this situation should contact the school regarding the availability of these services.

### **GENERAL SAFETY REGULATIONS**

The development of sound safety habits is a very important aspect of a child's education, which the home, community, and school must jointly share. It is especially important that parents instruct their children in basic rules of bicycle safety before permitting them to ride bicycles to school. We suggest that parents review the following rules of bicycle safety with their child before school begins:

1. Students walking along McNeil Road should walk facing the traffic on the left side of the road and off to the shoulder of the road as far as possible. Students should not walk or ride on McNeil Road if the sidewalk is available for their use.
2. Students should ride bicycles on the right side on the road.
3. No more than two bicycles should ride side by side at the same time.
4. Do not ride double on bicycles.
5. Obey all traffic laws, signs, and signals.
6. Do not accept rides from strangers.
7. Obey the patrol boys or girls and parking lot attendants.

Parents should be safety conscious at all times and observe the traffic rules around the school. Cars should be parked in such a manner that they will not block the bus traffic. Reduced speeds are expected in the school parking

lot and in the vicinity of the school site. **Drivers are expected to obey and respect parking lot attendants and follow their directions while in the parking lot areas of the school.**

To further ensure the safety of our students, periodic fire drills, tornado drills, and school bus evacuation drills are conducted. If tornado warnings are received prior to the dismissal of school, students will be held at school until conditions are safe to release them.

### **RULES AND REGULATIONS REGARDING SIDEWALKS AND THE OVERPASS**

The following rules and regulations will be in effect regarding the use of the sidewalks and the overpass to and from school. Students living in Breezy Acres, Island View, Sayers Acres, or on the north side of Dixon Road (Martin & Smith Additions) should either ride their bicycles or walk on the north side of the road. Students should use the sidewalk provided to the overpass at the school and cross only at the overpass.

Bicycle racks will be provided near the overpass for students to park their bicycles. (Please remember to lock your bicycle!) After crossing the overpass, students should enter the pedestrian gate and cross the parking lot to the school building, using the designated crosswalk area.

Students living in Brown's Estates should walk or ride their bicycles on the south side of Dixon Road or use the sidewalk where it is available. Upon approaching the school, they should cross McNeil Road and enter the pedestrian gate on Dixon Road. Students living in Brown's Estates should not use the McNeil Road gate entrance. Students living along McNeil Road or living south of the school should use the McNeil Road sidewalk for entering or exiting the school grounds.

There is no excuse whatsoever for any of the students living in the above-mentioned subdivisions to walk or ride their bicycles on Dixon Road or McNeil Road if there is a sidewalk. The sidewalks and overpass have been built for the safety and convenience of the children attending East Coloma School. Children should not loiter or play on the overpass at any time. Parents should instruct their children to use the sidewalks and overpass at all times. Through the cooperative effort of both home and school, we can accomplish this task.

### **LABELING PERSONAL ITEMS / LOCKING LOCKERS**

Each year many valuable items of clothing are unclaimed because of the lack of proper labeling and general apathy on the part of the students. Parents are encouraged to mark or label their child's school supplies and clothing, especially those items that are difficult to identify (such as caps, mittens, boots, and lunch boxes). Many times lunches and gym clothing are misplaced--not stolen--as many people are led to believe. Proper marking and labeling would help solve this problem. Articles that are lost should be reclaimed immediately, not left laying around for weeks or months.

Gym lockers and regular assigned lockers should be kept locked at all times. All bicycles should be locked. Chains and bicycle racks have been provided for this purpose. We request our help in this matter.

### **SCHOOL DAY TIMES - (Grades K – 8)**

8:32 a.m.	Warning Bell Rings
8:37 a.m.	Tardy Bell Rings
3:00 p.m.	Final Bell Rings

### **EARLY DISMISSAL AND EMERGENCY CLOSINGS**

There are occasions when school will be dismissed early for teacher meetings, parent/teacher conferences, and teacher inservice activities. Advanced notifications will be made on the yearly and monthly calendars supplied to parents and in the weekly newsletter provided to the students at the end of each school week. When school must be closed or dismissed early due to an emergency situation (such as inclement weather) every attempt will be made to

notify all staff members and broadcast media (such as WSDR-AM 1240, WSSQ-FM 94.3, WLLT-FM 107.7, KLJB TV-Fox Channel 18, WHBF-Channel 4, and KWQC-Channel 6).

### ARRIVAL AND DISMISSAL

Students should arrive at school by 8:32 a.m. each school day. Students will not be permitted to enter the building until 8:32 a.m., except on extremely cold or rainy days. On these days, the Multi-Purpose Room will be opened to students at either 8:20 a.m. or upon the arrival of the first bus. Students arriving at school should immediately proceed to the playground and should not loiter on other areas of school property. Students will be in class by 8:37 a.m. When the final dismissal bell rings, students should go directly to their bus or leave the school grounds, unless prior arrangements have been made for them to stay after hours. Transportation arrangements should be made in advance. Students will not be allowed to use school phones to call for rides.

### EARLY RELEASE OF STUDENTS

Teachers are not authorized to release students to parents who come to the classroom. All students taken from the building during the regular school day must be signed out in the School Office. Dental and medical appointments should be scheduled on non-school days, before the regular school day begins, or after the regular school day ends.

### COMPULSORY ATTENDANCE

Research shows that regular attendance is a key factor in student achievement and success in education. The responsibility for regular student attendance lies with the parent/guardian of the students and with the student. The State Attendance Law requires that every person having custody or control of a child between seven and seventeen years of age should annually cause such child to attend a public or private school for the entire time during which the public or private school in the district wherein the pupil resides is in session, unless excused for an approved reason by duly constituted authority.

### NOTIFICATION OF ABSENCE

Parents/Guardians should make every effort to notify the school when their child will be absent. The law requires the school to make every reasonable effort to account for all absent students by 10:00 a.m. of the day they are absent from school. Therefore, parents, or the person they have designated as the individual to contact in case of an emergency, will be contacted regarding the child's absence from school—even if this requires the school to contact the parent's place of employment. Please avoid any inconveniences by reporting your child's absence to the School Office. The telephone number to call to report an absence from school is 625-4400.

### ABSENTEEISM

Dental and medical appointments should be scheduled on non-school days, before the regular school day begins, or after the regular school day ends. Student absenteeism should be kept to a minimum; however, the Board of Education realizes that some absences are unavoidable and has developed the following policies regarding absenteeism:

**EXCUSED** - An absence classified as excused from school will include the following criteria:

1. Illness of the individual student - The school has the right to request written verification of a student illness from a physician licensed to practice medicine in the State of Illinois. **Written verification and/or a physician's note will be required when a student is absent more than three (3) consecutive school days due to illness.**
2. Death or serious illness of a member of the immediate family - See Section 24-6 of the Illinois School Code for a definition of "immediate family."
3. Unusual cases determined excusable by the Administration.

**UNEXCUSED** - An absence classified as unexcused is one considered avoidable and is not covered by the definition of an excused absence. No credit will be given for work that is missed and disciplinary action may be taken when an absence is unexcused.

**PRE-ARRANGED UNEXCUSED ABSENCE** - When a student is removed from school at the written request of his/her parents/guardians, the absence shall be classified as a Pre-Arranged Unexcused Absence as long as the following conditions are met:

1. Three (3) days' written notification is given to the Administration of an impending absence.
2. The notification states the reason, the times, and the dates for the absence.
3. The absence does not exceed two weeks of school time (10 consecutive school days).
4. The pre-arranged absence has the written approval of the Superintendent.

**RETURNING TO SCHOOL - For an extended absence (more than 3 days) for illness or injury, the student should obtain a physician's note in order to return to school.** When a student returns to school following an absence from school, a written explanation for the absence provided and signed by the parent/guardian is required. An absence is considered unexcused when the parent/guardian does not call in to report a child absent from school or does not produce a written explanation for the absence when the child returns to school.

### **MAKE-UP WORK**

**EXCUSED ABSENCE** - Teachers will assist students who are in need of help in making up work due to an excused absence. A time allowance will be given to make up the missed work (i.e., one day to make up work for each day of school missed).

**UNEXCUSED ABSENCE** - Teachers will make available to the student work which was missed, but no credit will be allowed for such work, due to the unexcused absence.

**PRE-ARRANGED UNEXCUSED ABSENCE** - Teachers will make available to the student work which was missed with credit being given for work made up within a reasonable length of time (i.e., one day to make up work for each day of school missed).

**HOMEWORK** - Homework may be picked up in the School Office at 3:00 p.m. on the day the student was absent.

### **TARDINESS**

It is vitally important that all students arrive at school on time every day. Tardies represent an educational loss to students and a loss of money to the school district in the form of State Aide dollars. If a student should come to school tardy, he/she is to report directly to the School Office upon his/her arrival and sign in. An explanation for the tardy will be required, and a pass will be issued to the student to report to class. A continuing pattern of tardies will result in disciplinary action, which may include after-school detention(s) and contacting the Truancy Officer at the Whiteside County Regional Office of Education.

### **TRUANCY**

Students absent from school without cause or whose absence has been classified as unexcused are considered to be truant. Truancy is a serious violation of school rules and Illinois State Law and may result in court actions against the child and his/her parents/guardians. When there have been excessive absences from school, the Superintendent will refer the student to the Whiteside County Truancy Alternative Program (T.A.P.). Upon receiving this referral, the T.A.P. Program Counselor will send a letter to the parents, reinforcing the need for regular school attendance and the consequence for failing to comply. The T.A.P. Counselor will continue to monitor the situation. If attendance does not improve, additional interventions will be implemented. An eventual referral will be made to the State's Attorney's Office, and a juvenile petition will be filed against the student and the parents/guardians. The attendance information will then be used in the juvenile hearing.

## **REGULATIONS GOVERNING STUDENTS AND DISCIPLINE POLICIES**

The Board of Education is responsible for developing policies and regulations governing student behavior. A Parent-Teacher Advisory Committee will provide suggestions to the Board and administration for developing general policies. It is the responsibility of the administration and the staff to create the rules and procedures necessary to implement the policies approved by the Board of Education.

The entire staff of East Coloma Elementary School has the goal of establishing an atmosphere throughout the school in which the students will have the maximum opportunities to learn and feel safe, secure, and happy. In an effort to accomplish this goal, a school-wide assertive discipline plan will be used. All staff members will participate in the development of student behavioral expectations within the guidelines approved by the Board of Education. The plan developed must provide the teacher with the right to remove a student from a classroom for disruptive behavior and will include provisions that provide due process for students.

Parents are asked to support our efforts to create an atmosphere conducive to learning. Parents should bear in mind that the school is not a “court of law” and that discipline is really an act of caring and love.

We seek to create a clear understanding of our expectations for the students. Therefore, rules and regulations will be communicated to all parents and students at the beginning of the school year. We would like parents to review the rules with their children and acknowledge that they have read and discussed the rules by signing and returning to school the form provided for that purpose.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The Board of Education, in support of the aims of public education, believes that the behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one’s actions) is one of the important, ultimate goals of education. The Board of Education also believes that, while education is the right of American youth, it is not an absolute right; it is qualified first by eligibility requirements. The courts speak of education as a limited right or privilege. That is, students who fail to perform the duties required of them upon attendance in public school may be excluded from the school.

### **STUDENT RIGHTS**

#### **Students Have The Right To:**

- a meaningful learning experience
- an appropriate and challenging curriculum
- be protected from physical or verbal abuse and damage or theft of personal property
- assistance in making decisions regarding educational goals
- the opportunity to practice decision-making within the democratic process
- be disciplined in private, if possible
- be disciplined in a humane and appropriate manner according to Board of Education Policy
- knowledge of the reasons for any discipline which may be administered
- due process in matters of disciplinary action or conflict with school authority
- a school climate free of violence and disruption

## STUDENT RESPONSIBILITIES

### Students Have The Responsibility To:

- obey school rules
- obey city, state, and federal laws
- respect the rights of fellow students and school personnel
- avoid abusive language—either verbal or written
- dress appropriately and practice habits of personal cleanliness
- be punctual and attend school regularly
- not disrupt the educational process
- attain the best possible level of academic achievement
- respect authority both in school and at school-sponsored activities
- respect school and community property
- be responsible for their own actions
- know reasons and methods of discipline, including suspension and expulsion

## TEACHER RIGHTS

### Teachers Have The Right To:

- expect students to complete assignments on time
- receive the respect of students, fellow staff members, and school administrators
- use reasonable restraint, if necessary, in order to protect themselves, other teachers, or other students
- remove a student from class when he/she is misbehaving
- be protected from physical or verbal abuse and damage or theft of personal property
- support and assistance in the maintenance of control and discipline in the classroom
- initiate a conference with all parties involved when a student behavior problem has not been satisfactorily resolved

## TEACHER RESPONSIBILITIES

### Teachers Have The Responsibility To:

- be guided by professional ethics in relationships with others
- inform parents about academic progress and conduct of students
- show concern and respect for each student
- plan and conduct an effective and motivating instructional program
- manage classroom routines that contribute to instruction, a well-ordered classroom, and the development of civic responsibility
- be sensitive to the behavior of students and alert to changes that require additional assistance for the students
- know and enforce the rules courteously, consistently, and fairly—deal with misconduct quickly, firmly, and impartially
- handle behavior problems according to established practices
- report undesirable school situations to the Principal or designee promptly
- take advantage of opportunities for academic growth at all levels

## **ADMINISTRATOR RIGHTS**

### **Administrators Have The Right To:**

- plan a flexible curriculum and activities within district guidelines to meet the needs of all students of East Coloma Elementary School
- provide the resources to implement those plans
- implement policies, rules, regulations, and practices to aid in the establishment and maintenance of an atmosphere conducive to good behavior and learning
- make professional interpretations of stated rules and regulations and take appropriate action
- receive the support of all school employees in the implementation of the rules and regulations
- support of the staff with respect to the discipline codes
- search students, their lockers, and other storage areas for inappropriate materials, given probable cause
- suspend, recommend for expulsion, and refer to civil authorities students involved in cases of flagrant and continuing misconduct or engaging in criminal behavior

## **ADMINISTRATOR RESPONSIBILITIES**

### **Administrators Have The Responsibility To:**

- implement and monitor the district's discipline program, as approved by the Board of Education
- encourage teachers to develop assertive discipline plans for their individual classrooms
- support the teachers in the enforcement of approved assertive discipline plans
- be guided by professional ethics in relations with staff, students, parents, and the community
- provide orientation for new teachers and continued assistance for all staff
- review, evaluate, and update instructional programs regularly
- work with staff to make rules and seek their assistance in problem areas
- develop and maintain communication and rapport with students
- ensure that the rights of students and teachers are protected
- know and use the resources of the district to deal with special problems of students and staff
- know the community agencies to call upon for special assistance
- inform parents of consistent or serious student misconduct and take disciplinary action, as necessary and appropriate
- make every effort to teach a respect for lawful authority, including the rights of others and respect for community and school property

## **PARENT RIGHTS**

### **Parents Have The Right To:**

- know that disruptive actions of a few will not interfere with the opportunity of the majority for academic and social growth
- be granted reasonable access to all school records pertaining to their child
- receive periodic official reports of their child's academic progress
- be given the opportunity to confer with their child's teacher and/or Principal regarding academic placement, progress, and social adjustment
- share in the activities of the school's Community Club or other parent organizations
- share in their child's right to due process procedures in matters of disciplinary actions
- be notified of their child's violation of school rules and regulations

## **PARENT RESPONSIBILITIES**

### **Parents Have The Responsibility To:**

- assume responsibility for their child's prompt and regular school attendance
- instill in the child respect for the law, for lawful authority, for the rights of others, and for private and public property
- talk with their child about school activities
- share with their child and with teachers an active interest in report cards and in school progress
- safeguard the physical and mental health of their child and be responsible for periodic health examinations as required by law
- attend individual and group conferences and special school programs, whenever possible
- provide the time and place for homework assignments; provide necessary supervision
- cooperate with the school in developing recommendations and in carrying out disciplinary actions taken in the best interest of their child

## **BOARD OF EDUCATION RESPONSIBILITIES**

### **The Board of Education Has The Responsibility To:**

- provide necessary leadership
- provide trained personnel, equipment (if there is money to cover all that is needed), and materials, as recommended by the Superintendent for a quality educational system
- adopt policies which facilitate an atmosphere conducive to good behavior and learning
- delegate to the Superintendent the function of formulating the administrative rules and regulations designed to carry out Board Policies with help, when needed, in drafting these rules from the staff, students, and community
- distribute disciplinary policies to involved parties; including, members of the Board of Education, staff, students, parents, and the community

## **DISCIPLINE POLICIES AND PROCEDURES**

All discipline shall satisfy three basic requirements: (1) it shall be remedial; (2) it shall be instructive; (3) the discipline shall be appropriate in severity in relation to the misconduct. The person initiating the discipline shall be encouraged to keep records of sufficient detail and to record the misconduct or pattern of misconduct that resulted in the discipline.

Parents shall be kept informed of the student's misconduct and disciplinary actions that have or will occur when infractions are of a serious enough nature or are occurring often enough to warrant the communication. Objections raised by the parent/guardian to disciplinary actions shall follow the chain of command. Objections must first be brought to the staff member initiating the discipline, then to the Superintendent, if a satisfactory resolution has not been reached. Under no circumstances will the Board of Education act upon the complaint by a parent concerning a discipline procedure until the proper chain of command has been followed, unless the Board specifically finds that the circumstances require the waiving of the procedure.

East Coloma Elementary School students are prohibited from engaging in behavior that will endanger or threaten the safety of others, that will damage property, or that will hinder the orderly conduct of the school program.

Offenses and disciplinary actions and procedures used in dealing with offenses can generally be defined in three basic categories, as indicated below:

## CLASS I

### **Common Behaviors**

Disruptions in classroom, playground, lunchroom, or other parts of the building; Dishonesty; Not doing or not finishing assigned work on time; Tardiness; Scuffling or wrestling; Violation of bus rules; Violation of assertive disciplinary standards; Profanity or vulgarity; Leaving class or school grounds without permission; Failure to return correspondence; or, Forged notes, excuses, or signatures.

### **Typical Disciplinary Actions Taken**

Verbal reprimands; Withdrawal of certain privileges; Conference with parents; Detention; Behavior contract; Counseling.

## CLASS II

### **Common Behaviors**

Disrespect or insubordination; Misrepresenting or cheating; Theft; Continued violations of Class I violations, Verbal abuse; Truancy; Damaging school or personal property; Bullying; Sexual harassment; Racial and ethnic slurs.

### **Typical Disciplinary Actions Taken**

Temporary removal from class; Referral to office; Transfer; Conference with student and parents; In-School Suspension; Saturday In-School Suspension (8:30 – 11:30 a.m.); Financial restitution; Referral to outside agency or school district support services.

## CLASS III

### **Common Behaviors**

Fighting; Possession or sale of stolen property; Extortion; Trespassing on school property; Continued violations of Class II offenses; Setting false fire alarm; Bomb threats; Setting fires; Furnishing, using, or selling controlled substances (drugs, alcohol, or look-alike drugs or substances); Possession, use, sale, or under the influence of alcohol; Possession or use of tobacco; Threats to others; Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property.

### **Typical Disciplinary Actions Taken**

Out-of-School suspension; In-School Suspension; Expulsion; Permanent withdrawal of privileges; Referral to law enforcement agencies; Transfer or rearranging student classes; Financial restitution; Referral to outside agency or school district support services.

## ELECTRONIC EQUIPMENT

Bringing electronic devices to school is strongly discouraged. Such devices include: walkmans, hand-held computer games, cell phones, pagers, radios, etc. Students who bring cell phones to school must have them “turned off” during the school day. The cell phones must be kept completely out of sight (i.e., in a bookbag, in a purse, or in a student locker. Cell phones are not to be used during the school day, which includes any of the following: during class periods, during lunch, on the playground, or during recess. Violations will be handled in the following manner:

<b>1<sup>st</sup> Violation</b>	Students will have the electronic equipment confiscated, and it will be returned to them at the end of the school day.
<b>2<sup>nd</sup> Violation</b>	Students will have the electronic equipment confiscated, and it will be returned to the parent/guardian at a later time.
<b>3<sup>rd</sup> Violation</b>	Students will have the electronic equipment confiscated, and it will be returned to them at the end of the school year.

### **DRESS CODE AND APPEARANCE**

Students at East Coloma Elementary School are expected to dress in a manner which is not distracting to the educational setting. Clothing worn to school must not reveal any vulgarity or the promotion of drugs, alcohol, or tobacco. Items of clothing that have sexually explicit or implied messages, images, or characterization will not be allowed. Clothing that is too revealing, clothing that does not sufficiently cover the torso, or clothing that is made of see-through or netting-type material and is worn without appropriate undergarments will not be allowed. Shirts, tee-shirts, blouses, and tops must be long enough to sufficiently cover a student’s stomach and/or back. Inappropriate clothing items that are not allowed to be worn at school and school-related events include: strapless tops, tube tops, low-cut tops (which reveal cleavage), short shorts, short skirts, or short dresses. Baggy, over-sized jeans or pants and jeans with holes are not allowed at school. Belts are to be worn in order to prevent low-riding pants. Clothing that promotes or identifies the wearer as a gang member, or that leads school officials to believe that such clothing attributes to gang-related behaviors, will not be allowed to be worn to school. Wallet chains, decorative chains, and unsafe jewelry (including jewelry with spikes and pointed objects) are not allowed to be worn at school and will be confiscated on the first offense. Brightly-color, dyed hair (i.e., red, purple, green, blue, yellow, fuchsia, orange, etc.) is not allowed at school, as it is distracting to the educational setting.

When buying clothes to wear to East Coloma Elementary School, do not buy and/or wear the following:

- Clothing with inappropriate sayings
- Clothing promoting sex, drugs, alcohol, or tobacco
- Low riding pants where undergarments are visible—Wear a belt!
- Bare midriffs, strapless tops, tops with low-cut backs or fronts (no cleavage showing)
- Over-sized, baggy pants or jeans
- Pajama pants
- Wallet chains

Responses to Dress Code and Appearance violations will be as follows:

<b>1<sup>st</sup> Offense</b>	Warning by teacher/School Office and change of offending clothing*
<b>2<sup>nd</sup> Offense</b>	Change of offending clothing*, offensive clothing articles may be picked up by the student in the School Office after school hours, and an after-school detention assigned.
<b>3<sup>rd</sup> Offense</b>	Loss of offending article of clothing until picked up by the student’s parents and assignment of an after-school detention of a longer duration

\*NOTE: Students required to change clothes will be asked to use P.E. clothing or will be offered clothing donated to the school. Students will be sent home to change clothes only as a last resort and then, only if a parent/guardian is available for transportation and supervision. Students sent home to change clothes will be required to make up the time and work missed after school.

### **SUSPENSION AND EXPULSION**

#### **Suspension**

The Superintendent/Principal is authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. The student and/or parents are due

certain procedural protections, which they will be informed of at the time that the suspension decision is made. Suspension procedures are fully described in School Board Policy.

### **Temporary Classroom Removal / In-School Suspension**

In certain circumstances, the Superintendent/Principal may temporarily remove a student from the classroom setting. When a Temporary Classroom Removal is initiated as a form of discipline, the student is not allowed to attend any of his/her classes and is prohibited from having any social contact with his/her classmates during the school day. The student is assigned a monitored desk in the hallway or assigned to a teacher's room. Movement to and from the desk is allowed only at designated times. The student will eat his/her lunch at the desk and will not be allowed to attend any school functions during the time of the assigned Temporary Classroom Removal. Students on Temporary Classroom Removal will be given assigned work to do at the beginning of the day and will be expected to complete all work that is assigned. Failure to comply with the terms of the Temporary Classroom Removal may result in the student being suspended from school for an additional period of time.

### **Expulsion**

Only the Board of Education has the authority to expel a student from school and all school-sponsored activities and events for a definite time period not to exceed two (2) calendar years. The Board of Education is authorized to expel students guilty of gross disobedience or misconduct. The student and/or parents/guardians are due certain procedural protections, which they will be informed of prior to an expulsion hearing. Expulsion procedures are fully described in School Board Policy.

### **Expulsion – Weapons**

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year. The expulsion period may, however, be modified by the Superintendent, and the Superintendent's determination may be modified by the Board of Education on a case-by-case basis. In no case may the expulsion exceed two (2) calendar years. A "weapon" means: (1) Possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owner's Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) Any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or, (3) "look-alikes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Superintendent or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

## **SMOKING AND USING TOBACCO / USING ALCOHOL / DRUG USE AND ABUSE**

Using tobacco products in any form is hazardous to the health of students and adults and may present a safety hazard in the school. Smoking tobacco, using tobacco products, and/or possessing tobacco materials by students and adults is not permitted on school grounds at any time.

The consumption of alcoholic beverages is hazardous to the health of students. The consumption, possession, or distribution of alcoholic beverages is not permitted on school buses, in school buildings, or on all other school property at any time. This policy extends to all school-sponsored and school-related activities, as well as field trips, athletic trips, and music trips, whether held before or after school, evenings, or weekends. Students shall not be permitted to attend school when they are under the influence of alcohol. For the purpose of this policy, students who are under the influence shall be treated in the same manner as if they had alcohol in their possession.

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession, or distribution of drugs, or look-alike drugs, is not permitted on school buses, in school buildings, or on school grounds at any time. This policy extends to all school-sponsored and school-related activities, as well as field trips, athletic trips, and music trips, whether held before or after school, evenings, or weekends. Students shall not be allowed to attend school

when they are under the influence of illicit drugs. For the purpose of this policy, students who are under the influence shall be treated in the same manner as though they had drugs in their possession.

Students found to be illicitly using, possessing, or distributing drugs, or look-alike drugs, shall be suspended and/or expelled. In addition, parents and juvenile authorities shall be notified. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper law enforcement authorities for prosecution.

### **STUDENT SEARCHES AND SEIZURES**

School authorities are authorized to conduct searches of students and their personal effects, as well as the property of the district (including student lockers), in accordance with Board of Education Policies. If a search conducted in accordance with Board Policy produces evidence that the student has violated or is violating either the law or the school district's rules, such evidence shall be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### **RELATIONS WITH LAW ENFORCEMENT AGENCIES**

It is the responsibility of the school district's administrators to protect each student under their control, assuring that the student's legal rights are not violated. Protection of a student's rights shall be balanced with the district's responsibility to cooperate with local police and agency officials in the official's investigation of unlawful activities. To this end, whenever a student has committed an offense that is a violation of the law--even when no formal charges or reports are filed--the juvenile authorities will receive copies of correspondence and reports regarding the actions taken by the school officials. Whenever an agency or police official requests to interview a student in school, the request shall be handled in the most judicious manner.

### **TRANSFERS AND TRAVEL**

Transfers. The Illinois State Board of Education (ISBE) now requires students transferring schools to obtain a Student Transfer Form from the school they are transferring from. Pupils moving from East Coloma School District #12 should notify the classroom teacher and School Office three or four days in advance of the transfer. On the last day of attendance, the pupil will be given a transfer slip, report cards, and partial book rental refund, provided the pupil is entitled to a refund. Cumulative records and health records will be forwarded to the school the pupil is attending upon the receipt of a request for such records.

Travel. We realize the value of travel and its relationship to academic learning. We certainly encourage travel as a means of supplementing and rounding out a student's background. Ample time is allowed throughout the school for vacations. School is in session 176 days per year. This means that over 180 days are available for family vacations. Please schedule family vacations during this period and not during school time. When your child misses school because of travel, he/she suffers academically, and the school district suffers financially. State Aid payments to the school district are reduced when children are absent from school throughout the school year. We appreciate your support in this matter.

### **STUDENT GRADE PLACEMENT**

It is the responsibility of the school district to place all children at the grade level most appropriate for that child. Recent legislation requires all school district Boards of Education to adopt policies prohibiting "social promotion" and defining the basis upon which promotion decisions will be made. In addition, school district policies will define remedial programs and activities available to students who do not meet the criteria for promotion to the next grade. Specific Board policies on promotion and retention have been adopted and are contained in Board of Education Policy. While parents play a crucial role in the process of determining what is most appropriate for the education of their child, it should be understood that failure to meet specific criteria may result in their child not being eligible for promotion. It is the philosophy of this school district that every child is capable of learning. The one factor that

seems to separate how children progress is “time.” Give a child enough time in an environment where he/she is comfortable, and he/she will learn. Some children need more time than others and may not be able to progress as rapidly as others. This should never be viewed as a “failure” by the child or the parents but, rather, as an opportunity to learn. In order to be eligible for promotion in grades 5-8, a student must earn 24 credits per year.

## **CURRICULUM**

### **Kindergarten**

The Kindergarten program is intended to provide a comfortable transition between home and school. The emphasis is on social adjustment, not academic skills. The primary goals of Kindergarten are:

1. To help children acquire social readiness skills for cooperating with other children and adults in a group setting.
2. To help children acquire academic readiness skills for speaking, listening, reading, writing, and mathematics.
3. To expand children’s knowledge of their environment and stimulate curiosity, imagination, and powers of observation and reasoning.

### **Grades 1 – 5**

Grades 1 – 5 are organized and structured as individual, self-contained classrooms. One classroom teacher teaches all subject areas, although special teachers are provided for physical education and music activities. There is some combining of reading groups between various teachers. In addition, some subjects are team taught by various faculty members.

### **Grades 6 – 8**

Grades 6 – 8 are departmentalized, which means that students have different teachers for different subjects. A student may come into contact with five or six teachers during the course of the school day. This organizational structure is designed to help prepare the students for a smooth transition to high school. The curriculum consists of a broad base of subject matter arranged in sequential order and adaptable to students’ readiness abilities, interests, and continuous growth.

## **PHYSICAL EDUCATION PROGRAM**

The first portion of each physical education period is devoted to exercises and activities that develop the body. Parents are reminded that all children, by law, are required to participate in physical education activities, unless a written excuse is obtained from a licensed physician. Each year the physical education program has expanded, and new features have been added. East Coloma Elementary School offers a well-rounded physical education program that not only meets the Illinois State requirements, but goes well beyond.

## **FINE ARTS AND PRACTICAL ARTS**

Art provides a wide range of experiences and activities for student growth in creative expression. It also provides for the gradual development of an appreciation and an enjoyment of the beautiful, as expressed in fine arts and practical arts. Individual classroom teachers provide art instruction for all K-8 students. Throughout the school year, many fine examples of student art work are proudly displayed in the hallways and on bulletin boards.

Music instruction is provided by a vocal music teacher to students in grades K-5. Middle School students may participate in choir activities if there are enough students interested and if the additional time can be accommodated into the music teacher’s daily schedule.

## **TITLE I REMEDIAL READING PROGRAM**

East Coloma Elementary School offers a Title I Remedial Reading Program for eligible students, which is funded by the United States Title I Elementary and Secondary Education Act of 1965, as amended. Title I is a remedial reading program for students identified as experiencing learning difficulties in reading and who are in need of additional assistance. Parent involvement is a key element of the program and is required under Federal rules and regulations. Parents of students eligible for the Title I Program will be consulted on an on-going basis concerning the manner in which the school and parents can work together more effectively in order to achieve the program's objectives.

## **GIFTED PROGRAM**

A limited program for students identified as gifted or talented is offered. The program consists of activities designed by the Gifted Coordinator and offered to students identified as gifted/talented. The classroom teacher may provide additional activities or enrichment assignments. Parents/Guardians will also be made aware of activities and programs offered through other agencies for the gifted/talented students.

Students who are classified as gifted/talented are identified through a referral process that is initiated by their performance on achievement tests. A list of students obtaining a score of 86%, or above, on the complete battery and/or on the basic battery is provided to their teachers, along with a questionnaire regarding the skills, abilities, habits, and characteristics of the student. The student is rated according to the teacher recommendation and the test results. A full description of the process for identifying gifted/talented students is available from the School Office. Parents/Guardians who have questions about the program are encouraged to contact the Gifted Coordinator for the school district.

## **SPECIAL EDUCATION PROGRAM**

The school district is obligated to provide educational services to all students identified as in need of special services. The process of identification begins with a referral from the speech therapist, classroom teacher, or parent/guardian. A pre-referral meeting is held to evaluate the merits of the referral and to determine if any further types of educational interventions can be implemented to help the child. Should the referral process be continued, a social worker and psychologist, assigned to our school by the Bi-County Special Education Cooperative, will conduct a complete evaluation of the student. A speech therapist will conduct the evaluation for a speech therapy referral. After the evaluation is completed, a multi-disciplinary conference (MDC) is scheduled. The psychologist and social worker (or speech therapist) report the results of the evaluation to the parent/guardians, the administration, the classroom teacher(s), and any other specialists who have worked with the child or who may be working with the child. The MDC team members will determine if placement in a Special Education Program will meet the child's educational needs.

Special Education services offered by the district include a program for students identified as learning disabled (LD), educable mentally handicapped (EMH), or who may need speech correction or therapy. Resource services for students identified with emotional behavior disorders (E/BD) are also available. The district is a member of the Bi-County Special Education Cooperative, which offers programs intended to meet the needs of student with other impairments. Two programs operated by Bi-County are housed at East Coloma Elementary School; namely, the Trainable Mentally Handicapped (TMH)/Severe and Profoundly Handicapped (S&P) Program and the Hearing Impaired (HI) Program.

Parents/Guardians who have questions or concerns about Special Education Programs are encouraged to contact the school office for additional information.

## ATHLETICS AND EXTRACURRICULAR PROGRAMS

The Athletic Program at East Coloma Elementary School currently consists of boys' and girls' basketball teams, volleyball, and cheerleading for students in grades 5-8. Students who participate in these programs are required to maintain weekly academic eligibility. Eligibility requirements and expectations for participants will be provided to all participants at the beginning of each season. **All participants must have a current physical examination on file before they will be allowed to participate in the first practice and/or subsequent practices of the season.** A Participation Fee of \$40.00 per activity is required in order to participate in these athletic events. (The Participation Fee is payable to East Coloma Elementary School.) Students who have not paid the Participation Fee **before the first game** will not be allowed to participate in any events until the Participation Fee is paid in full.

There is a wide variety of extracurricular programs of a non-athletic nature available for students. All students eligible to participate are encouraged to do so. It must be understood, however, that the primary responsibility of students is to do the best they can in the classroom. Major emphasis will be placed on their performance in class. If a student's classroom performance is not acceptable as a result of his/her participation in extracurricular activities, the student will be consulted and could eventually be removed from participation on a team.

## HOMEWORK

When a teacher gives a homework assignment, the teacher is asking three groups of people (i.e., students, parents, and the teachers) to invest time and energy. It is, therefore, very important that every homework assignment warrants this investment and that time and energy are being used to maximum advantage. It is the teacher's responsibility to inform the students and parents of homework policies and expectations. Homework is generally assigned as a form of practice and reinforcement of what has been learned in the classroom. Parents should not hesitate to contact their child's teacher(s) if they have questions or concerns about homework assignments.

It is the student's and parent's responsibility to know and understand the policies regarding homework assignments, what has been assigned, and when the assignment is due. Parents need to know what to do at home in order to create a proper learning environment and support the child's efforts to complete the homework. The school will be happy to assist parents who have questions about the creation of a home learning environment. It is the student's responsibility to complete his/her homework and to return the homework to school. **Students are expected to do their own work. Parents should not complete their child's homework!** The role of the parent is to provide a place to do homework, encourage the child to do his/her best work, assist the child with questions, and check for completeness and accuracy when the homework assignment is completed.

## REPORT CARDS

Student report cards are distributed four times a year—at the end of each quarterly grading period. At the end of the first quarter of each school year, parents will receive student report cards at Parent/Teacher Conferences, which are scheduled for all students shortly after the end of first quarter. The goal for Parent/Teacher Conferences is 100% participation from all parents. Report cards for the second, third, and fourth quarters of the school year will be provided to the parents. Parents may request conferences with their child's teacher(s) at any time during the school year.

In addition to report cards each quarter, Mid-Term Reports are mailed to parents at the mid-point of each quarter. Mid-Term Reports provide an opportunity for parents to monitor their child's progress halfway through the quarter—while there is still sufficient time to improve the grade before the report cards are sent home at the end of the quarter. Teachers are required to send Mid-Term Reports home for "D" and "F" grades, but they may also send Mid-Term Reports for other grades or reasons, as well.

## **PARENT VISITATION**

Parents are welcome and are encouraged to visit school. Simply call the School Office and give the date, time, and room that you would like to visit. Many times parents wait until a problem arises before visiting school. We would like to encourage you to come and visit the school even if your child is doing well. You are always invited!

Parents may initiate conferences with staff members at any time throughout the school year, provided an appointment is made and the time is convenient for both parties.

## **ROOM PARTIES AND FIELD TRIPS**

Room parties and field trips will be held at the discretion of the classroom teachers. Generally, K-5 classes have parties on special occasions (i.e., Halloween, Christmas, and Valentine's Day). Classroom teachers in Grades 6-8 may make other holiday arrangements. When resources are available, the teachers may elect to take their classes on educational field trips. The assistance of "Room Mothers" and other parents often allows for these special events. Without the assistance and support of parents, these programs would not be available. When a field trip is planned, the classroom teacher(s) will require their students to return signed permission slips from parents/guardians before the student is allowed to go on the field trip. Policies regarding costs and chaperones are established by the teacher(s) supervising the event.

## **STUDENT DELIVERIES OF FLOWERS AND BALLOONS AND BIRTHDAY PARTY TREATS**

Floral bouquets and balloon deliveries for students will not be accepted at school. They are an interruption and a distraction to the educational setting. If a floral bouquet or a balloon delivery is brought to the School Office, the delivery person will be requested to return the item(s) to the vendor so that the intended recipient can be contacted and arrangements can be made for individual pick-up or home delivery. Please do not deliver flowers and balloons to school, and do not have these items delivered by a local businesses.

Birthday Treats: A simple nutritional treat to share with the class may be brought for a student's birthday. Beginning this fall, for the safety of all, we suggest the treats you bring to share should be purchased at a store and be accompanied by a label to accommodate students with allergies. We also ask that you check with your child's teacher before you bring the treats.

## **TITLE IX INFORMATION PROVIDED FOR PARENTS AND STUDENTS OF EAST COLOMA SCHOOL DISTRICT #12 ROCK FALLS, ILLINOIS**

Title IX is the portion of the Education Amendments of 1972, which prohibits sex discrimination in federally-assisted education programs. Specifically, Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

In an effort to comply with Title IX, East Coloma School District #12 affirms that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. In further effort to comply with Title IX, East Coloma School District #12 has appointed the Superintendent to coordinate its Title IX efforts. Inquiries regarding compliance with Title IX may be directed to the Superintendent, East Coloma Elementary School, Rock Falls, Illinois, or by calling 625-4400, or the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

1. The East Coloma School Board of Education has developed the non-discrimination statement as required under Title IX and has distributed it for publication in Parent and Student Handbooks and the local newspaper.

2. Procedures have been developed to ensure continuing publication of the policy in a Student Handbook and in official policy statements.
3. A policy directive has been issued to ensure that all East Coloma Elementary School publications avoid textual or illustrative references to differential treatment on the basis of sex, except as such treatment is permitted by the Regulation.
4. A policy directive has been issued and procedures specified to ensure that the East Coloma Elementary School teachers have been informed of the policy of non-discrimination on the basis of sex and are implementing it in carrying out their assigned responsibilities.

### **DESIGNATION OF RESPONSIBLE EMPLOYEE**

1. The East Coloma School Board of Education has designated the Superintendent as the person responsible for coordinating and monitoring activities necessary for compliance with Title IX.
2. Employees and students have been notified of the designation of the responsible person and the office address and telephone number.
3. The Superintendent has the responsibilities of Title IX Coordinator for Student Admissions and Programs and also of Coordinator for Employment. The responsibilities include, but are not limited to, those listed on Pages 9 and 10 of the U.S. Department of Health, Education and Welfare booklet entitled "Complying With The First Twelve Months."

### **GRIEVANCE PROCEDURES**

#### **Student Grievance Procedure**

1. **Definition:** A "Grievance" shall mean a complaint that has been filed by a student, or by a student's parent on his/her behalf, dealing specifically with Title IX. This grievance procedure is not applicable to situations for which other appeal and adjudication procedures are provided in State laws or in which the Board of Education is without authority to act. Normal channels of communications, from student to teacher to administrator to Board of Education, shall be used whenever feasible, in seeking clarification of questions of concern to the student before the grievance procedure is utilized.
2. **Purpose:** The primary purpose of this procedure is to secure, at the earliest level possible, equitable solutions to a claim of complainant, if the claim is justifiable.
3. **Level One:** A student with a complaint shall first present it orally and informally to his/her teacher. If the complaint is not promptly resolved, he/she may present a formal claim in writing (including all supportive statements and evidence) to the Superintendent of the school. This complaint must be presented to the Superintendent within five (5) school days after the initial decision. The Superintendent shall evaluate the evidence and render a decision within ten (10) school days after receiving the appeal.
4. **Level Two:** If the complainant deems it desirable to carry the complaint beyond the decision reached in Level One, he/she may, within ten (10) school days, file his/her complaint with the Board of Education. Upon receiving the complaint, the matter shall be placed upon the agenda of the Board of Education for consideration at the next regular meeting of the Board of Education and a final determination shall be made within thirty (30) calendar days from said meeting.
5. **Withdrawal:** A complaint may be withdrawn by the complainant at either level without prejudice or record.
6. **Hearing and Decisions:** At each of the levels, the complainant shall be given the opportunity to be present and to be heard. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.
7. **Reprisals:** No reprisal of any kind shall be taken by or against any party of legitimate interest or any legitimate participant in the grievance procedure by reason of such participation.
8. **Preservation of Records:** All proceedings external to the decision of the Board of Education shall be destroyed. However, any complainant who wishes the proceeding (relative to his/her own complaint) to be placed in his/her school records may achieve such action by filing a written request therefore.
9. **Disclaimer:** In the adoption and implementation of this grievance procedure, it shall be understood that the Board of Education is not a court of law and the rules of jurisprudence shall not apply.

## **SEXUAL HARASSMENT**

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

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with a student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment, or
  - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include: unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

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

An allegation that one student was sexually harassed by another student will be referred to the building Principal for appropriate action.

## **SEX OFFENDER COMMUNITY NOTIFICATION LAW 730 ILCS 152/120**

The Sex Offender Community Notification Law, 730 ILCS 152/120 has been amended to include a new notification requirement for all Illinois Public and private elementary or secondary schools. The Statewide Sex Offender Database is accessible via the State Department's homepage at <http://www.isp.state.il.us/sor/>.

Another website to check out is [www.familywatchdog.us](http://www.familywatchdog.us).

## **STUDENT RECORDS**

In compliance with Federal legislation pertaining to the "Family Rights and Privacy Act of 1974," and the "Illinois School Student Record Act of 1975," (pursuant to Chapter 122, Article 50, Illinois Revised Statutes, 1975), the following policy shall be implemented in East Coloma School District #12, effective August 11, 1976.

- A. "Student record," "student information," "student data," or similar references shall refer, for the purpose of this policy, to any material or information which identifies a specific student, including, but not limited to name and sex, parents' names and occupations, address and telephone number, family physician, birth date, siblings, residence, schools attended, reading level, attendance record (tardiness and absenteeism), academic work completed, level of achievement, such as grades or test scores, standardized test results, aptitude and psychological tests, health records, teacher or counselor ratings and observations, anecdotal reports, class rank, grade point average, vision and hearing records, scheduling records, and verified reports of serious or recurrent behavior patterns. East Coloma School District #12 shall maintain two types of student records.

1. Student Permanent Record - shall consist of:
  - a. Basic identifying personal information necessary to a school in the education of the student - including students' and parents' names and addresses, birth date and place, and gender
  - b. Academic transcript – including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
  - c. Attendance record
  - d. Accident reports and health record
  - e. Record of release of student permanent record information, which may include:
    - Honors and awards received, and
    - Information concerning participation in school-sponsored activities, offices held in school-sponsored activities, or offices held in school-sponsored organizations

No other information shall be placed in the student permanent record. Student permanent records and the information contained therein shall be maintained for a period of sixty (60) years after the student has transferred, graduated, or permanently withdrawn from school.

2. Student Temporary Record - shall consist of all information not required in the student permanent record. Such information may include:
  - a. Family background information
  - b. Aptitude test scores
  - c. Psychological evaluations, including information in intelligence, personality, and academic information obtained through administration
  - d. Elementary and secondary achievement test results
  - e. Participation in extracurricular activities
  - f. Honors and awards received
  - g. Teacher anecdotal records
  - h. Disciplinary information
  - i. Special Education files, including multidisciplinary staff reports, etc.
  - j. Any verified reports or information from non-educational persons, agencies, or organizations, and
  - k. Record or release of temporary record information.

It shall be the policy of the district to destroy student temporary records one year after the student has transferred, graduated, or otherwise permanently withdrawn from the school district.

**B. Record Collection, Storage, Maintenance, and Control**

1. All certified employees of East Coloma School District #12 are assigned responsibilities in the collection of information. All certified employees of the school district shall honor the trust of the person who provides information during systematic data collection, or other forms of communication, on the assumption that the information will be kept confidential.
2. Records (permanent and temporary) shall be stored in the building the student currently attends.
3. Records shall be controlled by the Superintendent or his/her designee.
4. All records shall be stored in locked files.
5. The Superintendent or his/her designee shall at least once annually, review each student's temporary record, removing outdated or irrelevant material.
6. The Superintendent, as the official records custodian, shall take all reasonable measures to prevent unauthorized access to or dissemination of school records.
7. Information added to a student's temporary record after August 1, 1976, shall include the name, signature, and position of the person adding such information and the date of entry.

**C. Authorized Access to Student Records and Release of Student Records**

1. District personnel, such as school administrators, teachers, counselors, school nurse, speech therapist, school psychologist, and school social worker normally have a current and legitimate educational interest in student records and shall have access as needed for professional purposes.

2. Student records shall be made available to parents/guardians of a student who is 17 years of age or younger within fifteen (15) school days of the time a written request for review is submitted to the Superintendent. A student who is 14 years of age or older shall be given access to his/her student records by submitting a similar written request. Students under the age of 14 will be provided access to their student records provided they have the written consent of their parents/guardians. The Superintendent or his/her designee shall be present to discuss the records when they are reviewed.
3. Student records may be made available to researchers for statistical purposes, provided that:
  - a. Permission has been received from the State Superintendent of Education, and
  - b. No student or parent will be personally identified from the information released.
4. School officials will release student records pursuant to a court order or subpoena presented by local, state, or federal officials. However, school personnel shall notify the parents or student in writing regarding the judicial order and the information so provided.
5. The Superintendent of East Coloma School District #12 will release student records to the official records custodian of another school, both within and outside the State of Illinois, in which the student has enrolled or intends to enroll, upon the written request of such official or student, provided that the parent received prior written notice of the nature and substance of the information to be transferred. Parents may, upon request, inspect, copy, and challenge such information.
6. Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons. When this occurs, the Superintendent releasing such information shall notify the parents of the information released, the date of the release, the person(s), agency, or organization receiving the information, and the purpose of the release. The Superintendent, in considering whether to release student records relative to a potential emergency situation, should consider:
  - a. The seriousness of the threat to the health or safety of the student or other persons
  - b. The need for such records to meet the emergency, and
  - c. Whether the persons to whom such records are released are in a position to deal with the emergency.

Any release of information other than that specified in Section C, #1-6 above, shall require the prior, specific, dated, and written consent of the parent/guardian, designating the person to whom such records may be released, the reason for the release, and the specific records or information to be released.

D. School "Directory Information" - Student information, such as that normally used in high school yearbooks, athletic, musical, and dramatic publications, student honor rolls, etc., shall generally be exempt from the provisions of this policy. This information normally includes: Name and address, date and place of birth, major field of study, weight and height, degrees and awards received, and previous schools attended. However, any parent/guardian or student/adult who wishes to have this information excluded from publication, may do so by notifying school officials in writing prior to the first day of school in any school year.

E. Review and Challenge of Student Records

1. Parents/Guardians shall have the right to challenge accuracy, relevance, and/or propriety of any entry in the school student records, exclusive of grades of their child.
2. A request for an informal conference with the Superintendent to challenge the contents of a student record as noted in #1, above, shall be made in writing to the Superintendent and shall state in specific terms what entries in the student's record are being challenged or questioned.
3. If the challenge is not resolved by the informal conference, a formal hearing shall be held within fifteen (15) school days of the initial conference and shall be heard by the Regional Superintendent of Schools. At the hearing, each party shall have the rights as outlined by law. A verbatim record of the hearing shall be made by a tape recorder. The Regional Superintendent of Schools, as hearing officer, shall render a decision within ten (10) school days after the conclusion of the hearing and shall transmit this decision immediately to the parents and the Superintendent

- of East Coloma School District #12. The decision shall be based solely on the information presented at the hearing and shall result in one of the following:
- a. To retain the challenged contents of the student record
  - b. To remove the challenged contents of the student record, or
  - c. To change, clarify, or add to the challenged contents of the school record.
4. The school shall be responsible for implementing the decision of the Regional Superintendent of Schools.

### **FREEDOM OF INFORMATION ACT**

It is the policy of the East Coloma Board of Education to permit access to and copying of public records in accordance with the Illinois Freedom of Information Act, balanced, however, by the limited exceptions recognized in the Act to safeguard individual privacy and the efficient operation of the school district. The Superintendent is hereby authorized and directed to do the following in regard to compliance with the Act:

1. Establish rules to guide the district in complying with the Act. The rules shall include, but not be limited to:
  - a. Permitting only district employees to search for and reproduce requested documents
  - b. Specifying time limits for appeals from decisions denying documents
2. Appoint two employees, in addition to the Superintendent, to receive and respond to requests for documents.
3. Establish the Superintendent's Office and the regular hours of that Office, as the place and times for submissions of requests for documents.
4. Prepare the records directory, information directory, and catalog required by the Act.
5. From time to time, recommend for adoption by the Board of Education a schedule of fees for reproducing and certifying documents based on actual costs.

### **EQUAL EDUCATIONAL OPPORTUNITIES/NON-DISCRIMINATION NOTICE**

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.

#### Sex Equity

No student shall, based on sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

#### Administrative Implementation

The Superintendent/Principal shall appoint a Nondiscrimination Coordinator. The Superintendent/Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

## **ASBESTOS NOTIFICATION**

Dear Parents:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress. AHERA was enacted in order to determine the extent of asbestos in the school building and to develop solutions for any problems schools may have with asbestos.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa, and the Russia. The properties of asbestos made it an ideal building material for insulating, sound absorption, decorative plasters, fireproofing, and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. The Environmental Protection Agency began action to limit uses of asbestos products in 1973, and most uses of asbestos products as building materials were banned in 1978.

We have recently had our facilities inspected by a certified asbestos inspector, as required by AHERA. The inspector located, sampled, and rated the condition and hazard potential of all materials in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a professional certified firm to develop an Asbestos Management Plan.

An Asbestos Management Plan has been developed for our facilities, which includes: this notification letter, education and training of our employees, a set of plans and procedures designed to minimize the disturbance of the asbestos-containing materials, and plans for regular surveillance of the asbestos-containing materials.

A copy of the Asbestos Management Plan is available for your inspection in the School Office during regular office hours. The Superintendent is the Asbestos Program Manager. All inquiries regarding the plan should be directed to the Superintendent.

We have begun implementing the Asbestos Management Plan. Our intent is to not only comply with, but also exceed federal, state, and local regulations in this area. We plan to take whatever steps are necessary in order to ensure that your children and our employees have a healthy, safe environment in which to learn and work.

## **CHAIN OF COMMAND**

Anyone wishing to lodge a complaint against any school district employee should first contact the district Superintendent. The Superintendent will handle the complaint in one of two ways: (1) through direct intervention, or (2) by arranging a meeting with all concerned parties. If, after a reasonable length of time, the person registering the complaint is not satisfied with the action taken, the person registering the complaint may appear before the Board of Education. All complaints regarding any East Coloma School District #12 employees should follow the above-mentioned chain of command prior to any Board action.

## ACCEPTABLE USE POLICY (AUP)

### Authorization for Access to the Computer Network System at East Coloma School

#### **Requirements:**

The following AUP must be read and agreed to with signatures on the Program Participation and Release Form as a precondition to access the East Coloma School District "Computer Network System." Each student under the age of 18 years old and his or her parent(s)/guardian(s) must sign the form. Each member of the general public who requests access to the school Computer Network System must sign the form. All district personnel using the District's Computer Network System must also sign the form.

#### **Definition**

The Computer Network System is defined as all types of computers including, desktop, laptop, keyboards and servers, all peripheral devices, including printers, scanners, cameras, modems and special use devices, all cables and connecting equipment, including routers, hubs and DSUs, and all software including applications software to access the network and the internet, all monitors including television sets and projection devices and all electrical systems used to provide power to the computer network system, and any and all additional hardware or software, filters or filtering devices, internet safety and security applications or devices, and any applications or devices ensuring compliance with the Children's Internet Protection Act (CIPA).

#### **I agree to abide by the following restrictions, terms and conditions:**

I understand that access to the East Coloma Computer Network System exists to support the District's educational responsibilities and mission. The specific conditions and services that are offered will change from time to time. In addition, the District makes no warranties with respect to the Computer Network System and it specifically assumes no responsibilities for:

- A) Any costs, liability, or damages caused by the way the student and/or general public chooses to use his/her Computer Network access;
- B) Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the District;
- C) The privacy of electronic mail; or
- D) Any retrieval of or access to illegal, obscene or indecent material or information.

**1. Acceptable Use:** The use of on-line network computer services must at all time be in support of education and research consistent with the education objectives of East Coloma School District 12. All users of computer network services and computers, (the "Computer Network System"), must comply with all rules, regulations, guidelines, terms and conditions adopted both by the Administration and classroom teachers, supervisors and school staff members.

**2. Privileges:** The Computer Network System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including the temporary or permanent loss of computer use privileges. The Administration, faculty, supervisors and staff may request that computer privileges be restricted, suspended, denied or revoked for users of the Computer Network System at any time.

**3. Prohibited Use:** Unethical or unacceptable behavior as defined below is prohibited and shall result in disciplinary action which may include all discipline available under the District's policies, suspension or denial of Computer Network System privileges or appropriate legal action. Unethical or unacceptable use of the Computer Network System shall include, but not be limited to:

3.1 Use of the Computer Network System to access, retrieve, or view obscene or indecent materials. Indecent materials are those materials which, in context, depict or describe in terms patently offensive, as measured by contemporary community standards, sexual activities or organs. Obscene materials are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.

- 3.2 Use of the Computer Network System to access, retrieve, or view or disseminate any material in violation of any U.S. or state law, regulation, or school policy. This includes, but is not limited to, improper use of copyrighted material, improper use of passwords or access codes, disclosing any user's full name, home address, or phone number of that of another student or teacher.
- 3.3 Use of the Computer Network System to transfer files of any software, restricted information or data to or from the school computer and servers.
- 3.4 Use of the Computer Network System for profit commercial activities, including advertising or sales.
- 3.5 Use of the Computer Network System in a manner that is directed toward or intended to harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, handicap, national origin or sexual orientation.
- 3.6 Use of the Computer Network System to substantially threaten or actually disrupt the educational process or interfere with the rights of others at any time, either during school days or after school hours.
- 3.7 Use of the Computer Network System in any manner which intentionally disrupts the information network traffic, or interferes with the network and/or connected systems, filters or firewalls, and internet safety and security devices.
- 3.8 Use of the Computer Network System to gain unauthorized access to files of others or vandalize the data or files of another user.
- 3.9 Use of the Computer Network System to gain unauthorized access to resources or entities.
- 3.10 Use of the Computer Network System to improperly forge or alter electronic mail messages or to use an account owned by another user.
- 3.11 Use of the Computer Network System to invade the privacy of any individual.
- 3.12 Use of the Computer Network System to download, copy, print or otherwise store or possess any data which may be considered in violation of these rules, or in violation of the Children's Internet Protection Act (CIPA).

**4. Disclaimer:** The District makes no warranties of any kind whether expressed or implied, for the Computer Network System which it is providing to students of the District or members of the general public. The District will not be responsible for any damages suffered including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the Computer Network System is at the user's own risk. The District denies any responsibility for the accuracy or quality of information obtained through the Computer Network System.

**5. Security:** Security in any Computer Network System is a high priority and must be a priority for all users. If a student, member of the personnel of the District or member of the general public is aware of any security risk or abuse of the Computer Network System, the student or personnel or general public member must notify a teacher, supervisor or other staff member immediately. Students, personnel and general public are prohibited from sharing their log-in ID or password to any other individual. Any attempt to log in as another individual onto the Computer Network System or into another person's e-mail account will result in immediate cancellation of system privileges.

**6. Vandalism:** Any vandalism or attempted vandalism (physical or electronic) to District computers, the District network, files of others or to the Computer Network System in any way is prohibited, and will result in immediate cancellation of Computer Network System privileges, disciplinary action and potential legal action. Vandalism includes, but is not limited to, the downloading, uploading, or creation of computer viruses.

**7. Sanctions:** If any Computer Network System user engages in any of the prohibited acts listed above, the user shall be subject to discipline which may include discipline as provided in the District's policies, suspension or revocation of Network privileges and appropriate legal action.

**By agreeing to the AUP and signing the Program Participation and Release Form I hereby state:**

1. My use of the Computer Network System must be consistent with the District's primary educational goals.
2. I will not use the Computer Network System for illegal purposes of any kind or in any manner which is prohibited by the District as provided in the Computer Network System Guidelines as stated above.
3. I understand that if I commit any violation, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

## CLASSROOM SUPPLY LISTS

- Kindergarten: Prange Watercolor Paint Set, Paint shirt (Large tee-shirt or smock), Gym Shoes to remain at school (non-scuff soles), Elmer's School Glue (white), 2 Glue Sticks, Standard Crayola Crayons (8-pack of regular colors), School Box, 8 Markers (regular colors), 1 Set of Dry-Erase Markers, School Mat or Beach Towel, Back Pack or Tote Bag, 2 Boxes of Kleenex Tissues, 1 Box of Ziplock bags (sandwich size), 1 Box of Ziplock Bags (gallon size), 1 Small Eraser, 1 Pair of Scissors, and 1 Pack Hand Wipes.
- First Grade: 1 Package of Pencils (No. 2), 2 Large Erasers, Crayons (24-pack), Crayola Markers (8-pack of regular colors), 1 Set of Dry-Erase Markers, Scissors, White School Glue (no Glue Sticks), 1 Wide-Ruled Spiral Notebook, 4 Pocket Folders, Addition and Subtraction Fact Cards, 1 Container of Baby Wipes, 1 Highlighter, Gym Shoes to remain at school (non-scuff soles), 2 Boxes of Kleenex Tissues, Tote Bag or Back Pack, 1 Package of Ziplock Bags (sandwich size), School Supply Box, and 1 Package of Ziplock Bags (gallon size).
- Second Grade: 10 Pencils (No. 2), 2 Large Pink Erasers, White Glue, 1 Dry Erase Marker, Scissors, 2 Spiral Wide-Ruled Notebooks, 2 Pocket Folders, 1 Box of Markers, 1 Box of Colored Pencils (optional), 1 Box of Crayons (48-pack), 1 Highlighter, 1 Package of 3"X5" Blank Index Cards, 1 12-inch Non-foldable Ruler (centimeters and inches), 1 Package of Ziplock Sandwich Bags, 1 Package of Ziplock Bags (gallon size), Gym Shoes to remain at school (non-scuff soles), 2 Boxes of Kleenex tissues, Back Pack or Tote Bag, and 1 School Box.
- Third Grade: Pencils and Pencil-top Erasers, 2 Red Pens, 1 Box of Assorted Markers, 1 Box Colored Pencils (optional), Wide-Ruled Lined Paper, 3 One-Subject Wide-Ruled Spiral Notebooks, 1 Ruler, Large White Glue, Scissors, Crayons, 2 Yellow Highlighters, 2 Boxes of Kleenex Tissues, Gym Shoes to remain at school (non-scuff soles), Old Paint Shirt for Art, 1 Folder for Music, 4 Folders with Pockets, 1 Bottle of Hand Sanitizer. The Girls need to bring 1 Box of Ziplock Bags (gallon size), and the Boys need to bring 1 Box of Ziplock Bags (sandwich size) 1 Set of Dry Erase Markers, and School Box.
- Fourth Grade: Crayons, Wide-Ruled Notebook Paper (Loose Leaf only), Pencils, Eraser, Ruler, Scissors, White Glue, 4 Pocket Folders, Box of Markers, 2 One-Subject Wide-ruled Spiral Notebooks, 2 Red Marking Pens, 1 Folder for Music, Gym Shoes to remain at school (with shoe strings and non-scuff soles), 2 Boxes of Kleenex Tissues, 1 Package of Zip-Lock Bags (gallon size), and 1 Package of Ziplock Bags (sandwich size). **(No Trapper Keepers or Ring Binders)**
- Fifth Grade: 1 set of Dry Erase Markers, Pencils, Erasers, 3 Red Marking Pens, Highlighters, Crayons, Colored Markers, Colored Pencils, Ruler (which measures centimeters and inches), Scissors, White Glue, 4 Folders with Pockets, Wide-Ruled Notebook Paper, 5 Spiral Notebooks, 2 Boxes of Kleenex, 1 Assignment Notebook (provided by Community Club), 1 Folder for Music, The Girls need to bring 1 Box of Ziplock Bags (gallon size), and the Boys need to bring 1 Box of Ziplock Bags (sandwich size), One Roll of Paper Towels, and Gym Shoes to remain at school (with non-scuff soles). **(No Trapper Keepers or Ring Binders)**
- Middle School (Grades 6-8):  
1 Assignment Notebook (provided by Community Club), 2 Boxes of Kleenex, 8 oz. (or larger) Hand Sanitizer, 10 Grocery-sized Brown Paper Bags for book covers, 1 Zippered Trapper Keeper, **6** Trapper-type Folders (or a Trapper with **6** accordion-type divided sections), 4 Highlighters (two yellow, two other), 2 Packages Wide-ruled Lined **Loose-leaf** Paper, 2 Wide-ruled Spiral Notebooks, 3 Red Pens, 6 Black or Dark Blue Pens, 6 Pencils with #2 Lead, 2 Soft Pink Erasers,

2 Pocket Folders, Safety Goggles for 7<sup>th</sup> & 8<sup>th</sup> grade only, 1 – 7.5 oz Liquid Soap, 100 3x5 Index Cards, and 50¢ for floppy disk.

**Math Supplies:** Protractor, Ball-bearing Compass, 12” Plastic Ruler (centimeters and inches – 1/16”), 1 Package Graph Paper with centimeter grids, TI 30 Calculator, and 3-Ring Binder.

**Art Supplies:** Scissors, Colored Pencils – 24 count, White School Glue (small), 24-Count Crayons, 12 Count Washable Markers, Hand-held Sharpener, 2 HB #2 Pencils (wood, not mechanical) 8-Pack of markers, Old Paint shirt.

**P.E. Supplies:** Gym shoes with non-scuff sole to remain at school, Proper gym attire (see “Gym Clothing” section below)

Mrs. Eberley’s Class:

Gym shoes to remain at school (with non-scuff soles), 3 Large Boxes of Kleenex, Crayons, Markers, Comb or Hairbrush, School Glue, 6 Pencils (No. 2), School Box, Saf-t-cut Scissors, Old Paint Shirt for Art, Hand Sanitizer, 1 Folder, 1 Three-Ring Binder, and a Calculator, if appropriate.

Mrs. Atherton’s Class:

2 Boxes of No. 2 Yellow Pencils (yellow only), 2 Pink Erasers, 1 Scissor, 5 Pocket Folders, 1 Box of Crayons, 1 Box of Markers, 1 Box of Colored Pencils, 1 Ruler (inches and centimeters), 3 Boxes of Kleenex (more may be needed throughout the year), 1 Glue Stick, Gym Shoes to remain at school (with non-scuff soles), School Box that holds supplies, and 1 Spiral Notebook (wide-ruled).

Ms. Considine’s Class:

1 Folders, Crayons (10 basic colors), 1 Box of Markers (8 basic colors), Scissors, Gym shoes to remain at school (with non-scuff soles), 3 Rolls of Paper Towels, 3 Boxes of Kleenex tissues, 1 Bag of Napkins, 2 Glue Sticks, Hairbrush, 5 Pencils (No. 2), 2 Pink Erasers, Popcorn (kernel), Supply Case or Box, 1 Container of Disinfecting Wipes (Lysol or Clorox), and a Calculator, if appropriate.

## GYM CLOTHING

All students in Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades will need to bring tennis shoes (with shoe strings and non-scuff soles) to school. These shoes are to be worn **only** for physical education classes. Students in grades K-5 will not be required to wear specific gym attire. Girls in grades K-5 must wear shorts or pants under their dresses during physical education class.

All 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students will be assigned lockers for gym. Gym classes will begin as soon as lockers are assigned and other details are taken care of. **Specific gym attire is required to be worn by all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students.** Students may wear black shorts and gray tee-shirts, **or** they may wear a two-piece gym suit like those worn by students at Rock Falls High School. Black shorts and gray tee-shirts may be purchased at Wal-Mart, K-Mart, or other clothing businesses. Two-piece gym suits may be purchased at the Monogram Shoppe, or at Custom Monogram.