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East Coloma-Nelson Consolidated Elementary School District #20
2017-2018

“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. This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The Board’s comprehensive policy manual is available for public inspection through the District’s website <http://ecoloma-public.sharepoint.com/> or at the main office, located at: 1602 Dixon Road, Rock Falls, IL 61071

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EAST COLOMA-NELSON VISION/MISSION STATEMENT

Vision: East Coloma – Nelson will be recognized as a first-class school community where all students display a mastery of academics and exhibit extraordinary citizenship.

Mission: The East Coloma – Nelson mission is to inspire our students to become 21st century learners and extraordinary citizens through a commitment to our core values and beliefs.

BOARD OF EDUCATION

Chris Buikema, President	Term Expires: 2021
Kim Velasquez, Vice President	Term Expires: 2019
Michael Schumacher, Secretary	Term Expires: 2019
Meaghan Coward	Term Expires: 2019
Patrick Fortney	Term Expires: 2021
Vincent Lombardo	Term Expires: 2021
Kimberly Plummer	Term Expires: 2021

*Barb Harrington, Board Recording Secretary

REGULAR MONTHLY MEETING DATE

Board of Education meetings are regularly scheduled for the third Wednesday of each month at 7:00 p.m.

2017-2018

East Coloma-Nelson District #20 School Calendar

July 27 & 28	School Registration – 8:00 am – 4:00 pm
August 15	Open House – 6:00 – 79:00 p.m.
August 16	First Day of School – 11:30 Dismissal
August 17	First Full Day of School 8:12 am – 2:40 pm
September 4	No School – Labor Day
September 13	11:30 am Dismissal
October 9	No School Columbus Day
October 26	11:30 Dismissal
October 27	No School – Parent/Teacher Conference
October 31	11:30 Dismissal
November 22–24 Thanksgiving Break	
December 6	11:30 Dismissal
December 22	11:30 Dismissal
December 23 – January 5 – Christmas Break	
Return to school on January 8, 2018	
January 15	No School – Martin Luther King Day
January 24	11:30 Dismissal
February 19	No School – President’s Day
February 20	No School – Teacher Institute
March 7	11:30 Dismissal
March 23	11:30 Dismissal
March 24 – April 2 Easter Break	
Return to school on April 3, 2018	

May 2	11:30 Dismissal
May 22	No School- Teacher Institute
May 23	11:30 Dismissal – Last Day of School

Keep in mind: May 23 is the last day of school unless we have snow days, and that will change everything

East Coloma-Nelson Consolidated Elementary School District #20

Chris Lensing	Superintendent
Andrew Blackert	Principal / Athletic Director
Barb Harrington	Bookkeeper
Nicole Allison	Building Secretary
Randy Hammelman	Head Custodian
Laura Spreier	Kindergarten
Sarah Jenkins	Kindergarten
Mary Mammosser	First Grade
Rebecca Repass	Second Grade
Karla Mellott	Second Grade
Heather Brown	Third Grade
Brooke Dir	Fourth Grade
Theresa Burger	Fourth Grade
Bree Naftzger	Fifth Grade
Virginia Whaley	Fifth Grade / Middle School
Kristen Shumard	Middle School
David Chavira	Middle School
Julie Gallentine	Middle School
Jennifer Williams	Middle School
Rebecca Shepherd	Middle School
Trisha Hippen	Physical Education
Katie Merrill	Lower Resource Teacher
Bud Martin	Upper Resource Teacher
Nicole Sands	Title I Reading Teacher / RTI Coordinator
Julie Penne	Speech Language Pathologist
Kim Riley	Vocal Music Teacher
Julie McCord	Band
Gwyn Brown	School Nurse
Lorena Conway	Library
East Coloma Personal Aides: Kathy Ross, Danielle Lombardo, Laurie Frank, Laura Rockwell, Amber Faivre, Deb Marruffo	
Grandparent Program	Laverne Nowak, Linda Lawyer
Jerry Adams	Custodian
Jarred Hippen	IT Assistant
Eric Hernandez	Tech Coordinator
AmeriCorps Program	TBA

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 2017-2018

Jen Gale & Candace Buikema	Co-Presidents
Nicole Allison	Secretary
Michael Schumacher	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 July 27 & July 28, 2017. All students must be registered to attend school. 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 2017-18 school year are as follows:

Grades K – 5	\$55.00
Grades 6 – 8	\$65.00

August 14 & 15 will be devoted to Teacher Institute Days and preparations for the upcoming school year. All students should report to school on Wednesday, August 16, from 8:12 – 11:30 a.m. Thursday, August 17, school will be in session all day (8:12 a.m.-2:40 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.

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Cross-References:

PRESS 6:140, *Education of Homeless Children*

PRESS 6:140-AP, *Education of Homeless Children*

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

ACTIVE MILITARY INFORMATION

According to Section 22-70 of the School Code [105 ILCS 5/22-70], school districts and non-sectarian recognized non-public schools are required to report to the Illinois State Board of Education (ISBE) the number of enrolled students identified as children of U.S. military personnel: "At the time of annual enrollment or at any time during the school year, a school district or a recognized non-public school, except for sectarian non-public schools, serving any of grades kindergarten through 12 shall provide, either on its standard enrollment form or on a separate form, the opportunity for the individual enrolling the student to voluntarily state whether the student has a parent or guardian who is a member of a branch of the armed forces of the United States and who is either deployed to active duty or expects to be deployed to active duty during the school year. Each school district and recognized non-public school shall report this enrollment information as aggregate data to the State Board of Education."

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 East Coloma-Nelson District #20 and who is five years of age before September 1, 2017, is eligible to attend Kindergarten. A vision exam is required for Kindergarten, a physical examination is required for grades K & 6, and 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.

IMMUNIZATION, HEALTH, AND EYE EXAMINATIONS

Required Health Examinations and Immunizations

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

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;

2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

Per State guidelines, Public Health 410 ILCS 203/Child Vision and Hearing Test Act, **the EC-N Vision and Hearing Screening will be in the fall of 2017.**

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.**

PARKING

The school has designated the North Parking Lot as the location available for school visitor parking. Those dropping off and picking up children may do so in the East Parking Lot location during the following hours: 8:00 a.m. to 8:12 a.m. before school and 2:40 p.m. to 2:50 p.m. after school.

Vehicles MAY NOT be parked or located in the East Parking Lot or bus lanes or fire lanes at ANY TIME. Bus areas and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Cross-reference:

PRESS 8:30, *Visitors to and Conduct on School Property*

SCHOOL VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross-Reference:

PRESS 6:250, *Community Resource Persons and Volunteers*

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 Sandner Group. Information on the coverage that is provided 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
*Wrestling	Grades 5 – 8 (Coop with Rock Falls ESD #13)
*Track	Grades 6 – 8 (Coop with RFMS)
*Cross Country	Grades 6 – 8 (Coop with Rock Falls ESD #13)

**Track and Wrestling are cooperative programs, so the student will need to pay the Activity Fee that is determined by the host district. Students who have not paid the Student Participation Fee before the first game will not be allowed to participate in that event until the fee has been paid in full.*

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity in not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.

9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

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

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

Parents and guardians will not be allowed to view audio or video footage from bus recording devices.

Cross-references:

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

PRESS 4:170-AP3, *School Bus Safety Rules*

PRESS 7:220, *Bus Conduct*

PRESS 7:220-AP, *Electronic Recordings on School Buses*

The Illinois Department of Transportation is concerned about the hazards facing some students if they had to walk or ride their bicycles to school. Therefore, the Board has 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.

Progressive Bus Discipline Policy

Riding on the bus is an extension of the school day. The driver has the authority to assign seats. The sexual, racial, bullying, and religious harassment policies and weapons, tobacco and drug policies of East Coloma – Nelson C.E.S.D. 20 will be strictly enforced on the bus as well as at school. Parents and students are reminded that riding the bus is a privilege, not an entitlement.

All students riding the bus are required to abide by the guidelines listed in the previous section. Failure to abide by the rules may result in disciplinary action and even suspension of bus privileges. Acts of misconduct by students riding the school bus have been categorized into two different classes for determination of appropriate disciplinary action. The classes are as follows:

Class I Offenses (including but not limited to):

- Disobeying the driver
- Leaving seat while the bus is in motion
- Running on the bus
- Harassing other students on the bus
- Yelling or screaming on the bus
- Opening windows without permission from the driver
- Standing, sitting with body parts in the aisle or other minor safety related violation
- Eating or drinking on the bus (Water is ok)
- Chewing gum on the bus
- Littering on the bus
- Using obscene language on the bus

Class II Offenses (including but not limited to):

- Damaging the bus (Including graffiti)
- Fighting on the bus
- Inappropriate use of electronics on the bus
- Throwing objects at, on, or from the bus
- Extending arms, legs, or head out of the bus windows
- Unauthorized exiting or entering the bus through the emergency door
- Smoking or lighting matches on the bus

As previously mentioned, riding the bus is a privilege and committing acts of misconduct as noted above will incur disciplinary action. The severity of the discipline will depend on the frequency of misconduct and the class of the offense. The following guidelines will be used by the school administration in determining the appropriate disciplinary action to be taken.

Potential Consequences for Class I Offenses

- Verbal Warning from the driver
- Written violation to administration, and letter sent to parents
- Lunch detention and letter sent to parents
- Lunch or after school detention and one day suspension from bus privileges
- Suspension from bus privileges

Potential Consequences for Class II Offenses

- Detention
- Saturday School
- Community Service
- Suspension of bus privileges

For offenses deemed by the principal as dangerous or high in intensity (e.g. an action that could endanger the safety of other passengers), immediate action shall be taken, including an automatic indefinite removal of bus riding privileges, without following the usual progressive discipline policies. In such instances, the principal will contact the parents immediately.

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 East Coloma School office by 8:30 a.m. on the day of the visit. The cost of daily school lunches are as follows:

Student Lunch	\$ 2.75
Adult Lunch	\$ 3.25
Reduced Lunch	\$.40
Carton of Milk	\$.40 (per half pint carton)

SCHOOL NURSE AND ADMINISTRATION OF MEDICATION

A school nurse is at East Coloma School each day from 8:00 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.

ASHTMA ACTION PLAN

House Bill 6333 requires school districts to request an asthma action plan from the parent or guardian of a student with asthma. This form needs to be completed by the physician and given to the school each year. For questions and more information contact the EC-N School Nurse, Mrs. Gwyn Brown.

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. 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.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (815) 625-4400.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Cross Reference:

PRESS 7:285, *Food Allergy Management Program*

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or designated staff and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Cross-References:

PRESS 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

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. Bicycle racks have been provided for this purpose. We request our help in this matter.

SCHOOL DAY TIMES - (Grades K – 8)

8:12 a.m.	Warning Bell Rings (Students come inside)
8:17 a.m.	Tardy Bell Rings
2:40 p.m.	Final Bell Rings

EARLY DISMISSAL AND EMERGENCY CLOSINGS

The District has a text service that will send a message to a personal cell phone in specific situations (early out, reminders of important school events, etc.). To sign up for the text alerts go to www.saukvalley.com and click on "textAlerts". East Coloma-Nelson School District #20 has also contracted an emergency phone service that will contact particular phone numbers in emergency situations. East Coloma School will use the mother's cellphone number taken from the student's registration form, but families can add additional numbers on their own from a link on the District website.

ARRIVAL AND DISMISSAL

Students should arrive at school between 8:00 -8:10 a.m. each school day. Students will not be permitted to enter the building until 8:12 a.m. except on extremely cold or rainy days. On these days, the Multi-Purpose Room will be opened to students at either 8:00 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 8:17 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.

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

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 9:00 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 (3 days or more) 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.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:

PRESS 7:80, Release Time for Religious Instruction/Observation

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 after 2:40 p.m.

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 Aid 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.

General Building Conduct

Students shall not arrive at school before 8:00 a.m. and classes begin at 8:12 a.m. and students are dismissed at 2:40 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No radios, tape players, CD players, cameras are permitted without permission from the principal.

Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce

identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Cross Reference:

PRESS 7:230, Misconduct by Students with Disabilities

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 Privacy Protections

Surveys by Third Parties

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

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

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

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Cross-References:

PRESS 7:15, *Student and Family Privacy Rights*

PRESS 7:15-E, *Notification to Parents of Family Privacy Rights*

Access to Student Social Networking Passwords & Websites

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Cross-references:

PRESS 7:140, *Search and Seizure*

PRESS 7:190-AP7,E1 *Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websites*

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

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Cross-References:

PRESS 4:170, *Safety*

PRESS 4:170-AP1, *Comprehensive Safety and Crisis Program*

Student Discipline

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
 - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
 5. Using or possessing an electronic paging device.
 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
 8. Disobeying rules of student conduct or directives from staff members or school officials.
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
 10. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
 11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
 12. Being absent without a recognized excuse.
 13. Being involved with any public school fraternity, sorority, or secret society.
 14. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
 15. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
 16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
 17. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
 18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

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

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

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student's parent/guardian has been notified.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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

(1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card

Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity

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

Cross-references:

PRESS 7:190, *Student Discipline*

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

Cafeteria Rules

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

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

ELECTRONIC EQUIPMENT

Bringing electronic devices to school is strongly discouraged. Such devices include: *I-Pads, E-Readers*, 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 book bag, in a purse, or in a student locker). *Cell phones are not to be used during the school day which is from when a student enters the building to when school is dismissed. This includes passing time, lunch and recess.* Violations will be handled in the following manner:

- 1st Violation** Students will have the electronic equipment confiscated, and it will be returned to them at the end of the school day.
- 2nd Violation** Students will have the electronic equipment confiscated, and the device will be returned only to the parent/guardian.
- 3rd & additional violations** Students will have the electronic equipment confiscated, and it will be returned only to the parent/guardian. Progressive discipline will be applied.

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, **don't expect to 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)
- **Short shorts, skirts or dresses that are hemmed above “mid-thigh” length**
- Over-sized, baggy pants
- Clothing with holes or rips that expose areas or skin that is mentioned in other categories.
- Pajama pants
- Wallet chains

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

1st Offense	Warning by teacher/School Office and change of offending clothing*
2nd Offense	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.
3rd Offense	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.

Attendance at School Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be “age appropriate,” defined as a student who is in the same grade as East Coloma-Nelson student that are being allowed at the dance.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. In particular, students shall not:

1. Use, possess, distribute, purchase, or sell tobacco materials.
2. Use, possess, distribute, purchase, or sell alcoholic beverages.

3. Use, possess, buy, sell, barter, or distribute any illegal substance or paraphernalia;
4. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a “look alike” weapon.
5. Vandalize or steal;
6. Haze other students;
7. Behave in a manner that is detrimental to the good of the school; or
8. Be insubordinate or disrespectful toward teachers and chaperones.

Students who violate the school’s discipline code will be required to leave the dance immediately and the student’s parent/guardian will be contacted. The school may also impose other discipline as outlined in the school’s discipline code.

Cross-references:
 PRESS 6:190, *Extracurricular and Co-Curricular Activities*
 PRESS 7:240-API, *Code of Conduct for Extracurricular Activities*

SUSPENSION AND EXPULSION

Suspension

The Superintendent/Principal or their designees 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 Administration or their designee 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 #20 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 175 days per year. This means that 190 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 6-8, 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. Some subjects may be 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.

Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Cross-References:

PRESS 6:60-AP, *Comprehensive Health Education Program*

PRESS 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

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-Nelson School District #20 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.

SPECIAL EDUCATION PROGRAM

The East Coloma-Nelson School District #20 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, track 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.

Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Cross Reference: PRESS 7:305, Student Athlete Concussions and Head Injuries
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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.

School Visitation Rights

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

Cross-References:

PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*
PRESS 8:95-E2, *Verification of School Visitation*

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.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

Cross-references:

PRESS 6:240, *Field Trips*

PRESS 6:240-AP, *Field Trip Guidelines*

INVITATIONS & GIFTS

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

STUDENT DELIVERIES OF FLOWERS AND BALLOONS

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.

Treats & Snacks [K-8]

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

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-Nelson School District #20 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-Nelson School District #20 has appointed the Superintendent to coordinate its Title IX efforts. Inquiries regarding compliance with Title IX may be directed to the Superintendent, East Coloma-Nelson School District #20, 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-Nelson School District #20 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-Nelson School District #20 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-Nelson School District #20 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-Nelson School District #20 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.

It is the policy of East Coloma School and the Office of Civil Rights to eliminate sexual harassment and misconduct of its staff and students at school and in the work place. Sexual harassment adversely affects a student's education and creates a hostile educational environment. These guidelines will be followed when a sexual harassment case is reported at school.

1. The complainant will be carefully interviewed.
2. Parents of the complainant will be notified.
3. The witnesses will be interviewed.
4. The accused will be interviewed.
5. The consequence will be applied to the student code of conduct.
6. The complainant will be notified of the procedures to correct the situation.

Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. Another website to check out is www.familywatchdog.us.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Cross Reference:

PRESS 4:170-E6, Informing Parents About Offender Community Notification Laws

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Cross-References:

PRESS 4:170-AP2, *Criminal Offender Notification Laws*

Student Records

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

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

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

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

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

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

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

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

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

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

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

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

Major field of study
Period of attendance in school

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

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

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

Cross-reference:
PRESS 7:340, *Student Records*

FREEDOM OF INFORMATION ACT

It is the policy of the East Coloma-Nelson District #20 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 one employee, in addition to the Superintendent, to be trained on how to legally 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.

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

The Superintendent and Principal shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
 - a. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
 - b. 7:310, *Restrictions on Publications*. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.

- d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

LEGAL REF.: 405 ILS 49/, Children's Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program),7:310 (Restrictions on Publications)

ADOPTED: July 1, 2013

STATE AND FEDERAL NOTIFICATIONS

NON-DISCRIMINATION

East Coloma-Nelson CESD #20 provides equal opportunities to all persons and does not discriminate in employment practices or educational opportunities on the basis of race, religion, sex or national origin.

SEX EQUITY

No student shall, on the basis of his or her sex, be denied equal access to the programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

The Board of Education has appointed a Coordinator of Non-Discrimination for the school district. Students and parents are hereby notified of their right to initiate a grievance or complaint of illegal discrimination and to whom such complaints shall be directed.

Within seven (7) calendar days of receiving a grievance or complaint of illegal discrimination, the coordinator shall send a copy of the District's written grievance procedure to the complainant. The coordinator shall investigate the nature and the validity of the grievance with those responsible for the program or activity cited by the complaint. The coordinator shall render a decision, including steps taken for further appeal of that decision.

The written decision may be appealed to the School Board by submitting a written request for a hearing before the Board.

Written appeals are to be addressed to the office of the superintendent.

The decision of the School Board may be further appealed to the Regional Superintendent of Schools pursuant to 105 ILCS 5/3-10 of The School Code of Illinois and, thereafter, to the State Superintendent of Education pursuant to 105 ILCS 5/2-3.8 of The School Code of Illinois, as provided in Section 200.90(b) of the Sex Equity Rules.

SEX ABUSE EDUCATION

East Coloma-Nelson CESD #20 will provide at least 5 days advance notice to parent(s)/guardian(s) prior to offering, any class or course in recognizing and avoiding sexual abuse to pupils in grades Kindergarten through 8th grade. The district provides that such pupils shall not be required to take the course if the parent(s)/guardian(s) submits written objection.

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-Nelson School District #20 employees should follow the above-mentioned chain of command prior to any Board action.

PESTICIDE NOTIFICATION

The Lawn Care Products Application and Notice Act and the Structural Pest Control Act as approved by the Illinois General Assembly requires school districts to establish a registry of parents or guardians of students who wish to receive notification prior to the application of pesticides inside the school or on school grounds. East Coloma may make periodic application of pesticides inside school buildings and on the school grounds as deemed necessary. We have established a registry of parents or guardians of students who wish to receive notification prior to the application of pesticides. If you wish to be included in the registry to receive prior notification of pesticide applications, you may pick up the form in the East Coloma-Nelson School District #20 office. Should you have questions, please contact the school at 815-625-4400.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross-Reference:

PRESS 4:160-AP, *Environmental Quality of Buildings and Grounds*

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-Nelson School District #20 "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 times be in support of education and research consistent with the education objectives of East Coloma-Nelson School District #20. 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, mis-deliveries, 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.

**East Coloma-Nelson School District #20
2017-2018 Classroom Supply Lists**

Kindergarten: Watercolor Paint Set, Paint shirt (Large tee-shirt or smock), Gym Shoes (non -scuff soles) to remain at school, Elmer's School Glue (white), 4 Glue Sticks, Crayola Crayons (24-pack of standard/regular colors), School Box 8 Markers (regular colors), School Mat or Beach Towel, Back Pack, 1 Box of Kleenex Tissues, 1 Box Slider Ziploc Bags (gallon size), 1 Small Eraser, 1 Pair of Scissors, 1 Pack Hand Wipes, 1 pack Expo dry erase markers Headphones (NO Earbuds) for computer use, Clipboard, Pencils, 1 can of Playdoh (optional), 1 Box Sandwich-size Ziploc Bags, Boys 1 12oz Hand Sanitizer, Girls 1 roll of paper towels

First Grade: 1 Package of Pencils (No. 2), 2 Large Erasers, Package of Pencil Cap Erasers, Crayons (24 pack) Crayola Markers (8-pack of regular colors), 1 Set of Black Dry-Erase Markers, Scissors, White School Glue & Glue Sticks, 1 Composition Notebook, 4– 2 Pocket Folders with prongs, 1 Highlighter, Gym Shoes (non-scuff soles) to remain at school, 2 Boxes of Kleenex Tissues, Tote Bag or Back Pack, School Supply Box, Head Phones no Earbuds, Girls 1 Bottle of Hand Sanitizer & 1 Package of Ziploc Bags (sandwich size)
Boys 1 Container of Disinfectant Wipes & 1 Package of Ziploc Bags (gallon size)

Second Grade: Pencils (No. 2), 2 Large Pink Erasers, White Glue, 1 Dry Erase Marker, Scissors, 3 Spiral Wide-Ruled Notebooks, 3 Pocket Folders, 1 RED Pocket Folder, 1 Box of Markers, 1 Box of Colored Pencils (optional) 1 Box of Crayons, 1 Highlighter, 1 12-inch Non-Foldable Ruler centimeters and inches, 1 School Box, 4 Glue Sticks 1 Water Color Paint, ½ inch Binder, 1 Package 8 Divider Tabs, Gym Shoes (non -scuff soles) to remain at school 2 Boxes of Kleenex Tissues, Back Pack or Tote Bag, 1 Pair of Headphones, 1 Ziploc sandwich bags
Boys 1 container of Disinfectant Wipes, Girls 1 bottle of Hand Sanitizer

Third Grade: Pencils & Pencil-top Erasers, 2 Red Pens, 1 Box of Assorted Markers, 1 Box Colored Pencils (optional), 1 One Subject Wide-Ruled Spiral Notebook, Large White Glue, Scissors, 2 glue sticks, Crayons Highlighters, 3 packages Wide-Ruled loose leaf paper, 2 Boxes of Kleenex Tissues, Gym Shoes (non-scuff soles) to remain at school, 4 Folders with Pockets, School Box, Paint Shirt (optional), Post-it Notes, Headphones, Dry Erase Markers, Glue Sticks, Girls bring 1 Box of Ziploc Bags (sandwich size) & 1 Container of Disinfectant Wipes, Boys bring 1 Box Ziploc Bags (gallon size) & Hand Sanitizer

Fourth Grade: 1 - 4 oz. white school glue, 2 glue sticks, 1 pair scissors, 1 ruler, 1 protractor, 1 pkg 4 highlighters (assorted colors), 24 wooden pencils, 1 pk EXPO brand assort dry erase markers, 1 package assorted ink pens, 1 package colored pencils, 1 package classic markers, 2 boxes (24 ct) crayons, 2 wide ruled composition books 1 package 3 x 5 ruled index cards, 1 wide ruled single subject spiral notebook, 1 pkg wide ruled loose leaf paper, 3 folders with pockets, 3 boxes Kleenex, 2 containers of disinfectant wipes (Citrus scent only), 1 pair headphones to leave at school, gym shoes clean non-scuff to remain at school, Girls 1 box quart size Ziploc bags, Boys 1 box gallon size Ziploc bags

Fifth Grade: Headphones or Ear Buds, 1 set of Dry Erase Markers, Yellow Pencils (#2 lead), Pink Eraser (or large, soft eraser), 2 Red Pens, 1 Yellow Highlighter, Crayons, Colored Markers, Colored Pencils, Ruler (centimeters AND inches), Scissors, White Glue, 3 Folders with Pockets, Lined Notebook Paper (wide ruled), 1- 3-ring Binder (HARD cover, one-inch), 2 Boxes of Kleenex, 1 Roll of Paper Towels, 8oz. Hand Sanitizer, One Container of Disinfectant Wipes, Gym Shoes non-scuff soles (to remain at school). GIRLS 1 Box of Gallon Ziploc Bags BOYS 1 Box of Quart Ziploc Bags, 1 Assignment Notebook (provided by East Coloma School)

Middle School (Grades 6-8): 2 Grocery-sized Brown Paper Bags for Science Book Covers, 1 - 2inch three ring binder, 8 pocket dividers for binder, 3-hole punch pencil pouch, 3 packages Wide-rule Loose Leaf Paper, Crayola 12 Count Colored Pencils, Crayola 8 Count Markers, 1 Assignment Notebook (provided by East Coloma School) 3 boxes Family-sized Kleenex, 1 bottle Hand Sanitizer, 2 Highlighters, 3 Red Pens, 6 Black/Dark Blue Pens Pencils with #2 Lead, & Pencil Top Erasers, 2 Black Fine-tip Sharpies (permanent ink), 4 Glue Sticks, 1 bottle white glue, 2 Composition Notebooks (1 each for Science & Math), Headphones or Ear Buds, Basic 4 Function Calculator (6th & 7th Grade Only), TI 30XIIS Calculator (8th Grade Math Only), Clorox Cleaning Wipes, 2 Rolls of tape (for Science), 1 – 3 inch binder (for Social Studies), Proper Gym Attire (see “Gym Clothing” section).

*All middle school students will need safety goggles.

Each student will receive a pair of goggles their first year of middle school (6th grade/new students) and should keep them to use each year.

Some supplies may need to be replenished throughout the school year

Music (K-5): 1 pencil for music room, Grades (3-5) 1 – 2 pocket folder

GYM CLOTHING: All students in Kindergarten, 1st, 2nd, 3rd, 4th, and 5th grades will need to bring tennis shoes 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 skirts/dresses during physical education class. (Velcro shoes are acceptable for Kindergarten only)

All 6th, 7th, and 8th grade students will be assigned lockers and locks for P.E. class. It is up to P.E. students to use these items properly and maintain them. Physical Education classes will begin as soon as lockers are assigned and expectations have been covered. Specific physical education attire is required to be worn by all 6th, 7th, and 8th grade students. Students are expected to bring a short-sleeve gray t-shirt and black athletic shorts. The t-shirt should have a minimal amount of writing on it and must be school appropriate. Shorts must fit properly and must be appropriate length to perform exercise. Sagging shorts or shorts that are not appropriate length are not permitted. Boxer-style shorts or cheerleading-style shorts ARE NOT acceptable Physical Education attire (example: "Soffe brand" cheer/boxer shorts are not appropriate).

ATTENDANCE CLARIFICATION

Important Note: To report your child's absence from school, call 1-815-625-4400. Please call before 9:00 a.m.

With few exceptions, there is a direct correlation between attendance and school performance. With that in mind, and also in consideration of principles such as responsibility, dependability, maturity, etc., students should strive for good attendance. Whether an absence is excused or not, students lose indispensable educational advantages when they are absent.

In an effort to maintain a quality education and good attendance levels, East Coloma-Nelson School District #20 has enacted the following policy:

The parent or guardian of any student in the East Coloma District will be contacted when the student has been absent a total of 7 days. Following a total of 10 days absence, a second notice to attend will be sent in an effort to improve attendance. If attendance does not improve, another notice to attend will be sent stating that to excuse each absence thereafter, a physician's note stating specific medical reasons for the student's absence will be required within 24 hours of the student's return to school. While seeking a medical excuse, the student's parent or guardian must still comply with absence notification procedures. Should a parent or guardian choose not to secure a medical excuse, the absence will be considered unexcused. Medical notes must state the specific days that a student is excused from school and be signed by a doctor. The medical note must state that the student has been seen by the doctor.

A referral may be made to the Whiteside County Regional Office of Education Truancy Program after three (3) unexcused absences during the previous 180 days of school attendance.

Tardy Policy

Students with excessive tardiness or absences may be referred to the Whiteside County Regional Office. (Students will be considered tardy if they arrive at school after 8:17 a.m.)

School Day

The school day will begin at 8:12 a.m. Students not riding the bus must be dropped off in the back by the playground. If the students are walking or riding their bikes, they must use the sidewalk on the west side of the school to go back to the playground.

Reporting Procedures

Procedures for reporting an absence include a telephone call, note to the office or personal contact by 9:00 a.m. in the morning of the absence. If a call or other communication is not received by 9:00, the school will attempt to contact the parent. However, failure to provide notification by 9:00 on the day of an absence may mean the absence is considered unexcused.

Students not in attendance because of illness for at least a half-day (150 minutes of instruction) will not be permitted to participate in extracurricular activities

Attendance According to Illinois Law

K - 1 must attend:

- 240 instructional minutes to be counted a full day
- 120 instructional minutes to be counted as a half day

Grades 2 – 8 must attend:

- 300 instructional minutes to be counted a full day
- 150 instructional minutes to be counted as a half day

Types of Absences

Under Section 26-2a of the Illinois School code, the following circumstances are considered valid cause for a student's absence:

- Significant illness
- Death in the immediate family
- Observance of a religious holiday
- Family emergency
- other situations approved by the school administration

Absences meeting the requirements of state law will be marked "excused" provided proper procedures are followed.

Every effort should be made to make medical appointments outside of the school attendance day. East Coloma-Nelson discourages parents and guardians from taking students on family vacations during periods when school is in session. Written notification of such family trips/vacations must be made at least three (3) school days in advance and will be considered as a *pre-arranged unexcused absence*.

The student is responsible for making up the work missed following any excused absence. Doing any work that has been missed will help student keep up with the class and assist in understanding what is being taught next. Teachers will determine the appropriate time limit for makeup work.

Unexcused

Examples of unexcused absence are as follows:

- Absence due to suspension
- Absence not verified by parent call or note following proper procedures
- Babysitting
- Birthdays
- Parent employment issues
- Hair appointments
- Car trouble or any type of transportation problems with personal transportation
- Leaving school without permission
- Missing the bus
- Oversleeping
- Shopping, hunting, fishing
- Family trips/vacation that are not pre-arranged
- Truancy – tardiness over 5 minutes without a valid reason

A parent's call **does not** make the absence excused if the reason for the absence is not excusable. An unexcused absence may be appealed to the principal, whose decision will be final.

Homework Request for Absences

If a parent wishes to have homework collected, this request may be made during the absence call before 9:00 a.m. that morning. Arrangements should be made for homework to be picked up after school (after 2:40 pm.).

Messages for Students During the School Day

Our school has a policy of not interrupting classes during instruction time. Therefore, we are unable to deliver messages and forgotten items to your child during school hours.

If your child has forgotten items at home, items may be left on the shelf by the office with the student's name and grade clearly marked. It is up to your child to pick up these items, so instruct your child to always check the in the office between classes, at lunch or after school for any items you may have delivered.