

Richland County Elementary School

Student Handbook

Pre K-5

2019-2020

SCHOOL DIRECTORY

2019-2020

Richland County Community Unit School District No. 1

Chris Simpson, Superintendent

Chad LeCrone, Assistant Superintendent

1100 East Laurel

Olney, IL 62450

(618) 395-2324

Fax (618) 392-4147

Richland County Elementary School (RCES)

Cris Edwards, Principal

Margaret Hahn, Associate Principal - 1st-5th

Jennifer Tedford, Associate Principal - Birth-3, Pre-K, Kindergarten

Mick Whittler, Special Needs Coordinator (618-392-3143)

1001 N. Holly Road

Olney, IL 62450

(618) 395-8540

Fax (618) 395-8672

Bus Barn

Office of Transportation Supervisor/Secretary

Chad LeCrone, Transportation Director

Brent Inyart, Fleet Supervisor

Tracy Mehl, Secretary

5251 East Illinois 250

Olney, IL 62450

(618) 393-7771

RCES Vision Statement

We belong! We learn! We succeed!



RCES Mission Statement

To develop respectful, responsible learners and leaders

RCES Motto

Ordinary people doing extraordinary things

Leadership Model – 8 Habits

RCES is implementing a leadership model for the students based on Dr. Stephen Covey's Habits of Highly Effective People. Each child has the ability to be a leader with words, actions, and attitudes. Teachers, staff, and students use the 8 Habits. We encourage families to use the Habits as well!

1. Be proactive – I am in charge and responsible for my actions.
2. Begin with the end in mind – Have a plan and set goals.
3. Put first things first – Work first, then play. I set priorities.
4. Think win-win – Everyone can win.
5. Seek first to understand, then to be understood – Listen before you talk.
6. Synergize – Together is better. Teaming can create better answers and solutions.
7. Sharpen the saw – Balance is best.
8. Find my voice – I do what I am meant to do and use my talents.

Richland County Community Unit School District No.1 2019-2020 District Calendar

Monday, August 12	No School	Teacher Institute Day
Tuesday, August 13	First Full Day of Student Attendance	
Monday, September 2	No School	Labor Day
Wednesday, September 11	Dismiss 12:30 pm	School Improvement Day
Friday, October 11	No School	Teacher Institute Day
Monday, October 14	No School	Columbus Day
Wednesday, November 6	Dismiss 12:30 pm	School Improvement Day
Monday, November 11	No School	Veteran's Day Observance
Wednesday, November 27	Dismiss 2:10 pm	Early Dismissal -Thanksgiving Vacation
Thursday, November 28	No School	Thanksgiving
Friday, November 29	No School	Thanksgiving Vacation
Friday, December 20	Dismiss 2:10 pm	Early Dismissal – Winter Vacation
Monday, December 23	No School	Winter Vacation Begins
Friday, January 3	No School	Teacher Institute Day
Monday, January 6		School Resumes for Students
Monday, January 20	No School	Martin Luther King, Jr. Birthday
Friday, February 14	Dismiss 12:30 pm	School Improvement Day
Monday, February 17	No School	President's Day
Friday, March 13	No School	Spring Break
Monday, March 16	No School	Spring Break
Thursday, April 9	Dismiss 2:10 pm	Early Dismissal – Easter Break
Friday, April 10	No School	Easter Break
Monday, April 13	No School	Easter Break
Friday, May 1	Dismiss 11:15 am	Early Dismissal – School Improvement Day
Thursday, May 21		Last Day of Student Attendance
Friday, May 22	No School	Teacher Institute Day

	Student Attendance	Parent Teacher/ Conference	Institute	Total
1st Quarter	42	0	2	44
2nd Quarter	45	1	0	46
3rd Quarter	46	1	1	48
4th Quarter	46	0	1	47
Total	179 ¹	2 ²	4 ³	185 ⁴

¹ 179 pupil attendance days are initially scheduled so as to insure 174 days actual school attendance.

² Schedule for Parent/Teacher Conferences to be determined.

³ Full-day institutes are scheduled with two in the first half of the year and two in the second half.

⁴ The school calendar shall be amended at the end of the year to total 180 days. Five snow days are built into the calendar for 2019-2020.

DISCLAIMER

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

ANIMALS OR PETS AT SCHOOL

Before a student may bring any pet or other animal into school there must be principal permission.

ASBESTOS COMPLIANCE

Richland County Community Unit School District No. 1, is in full compliance with state and federal regulations regarding asbestos management in all district buildings. The public is invited to inspect those plans at any time during regular business hours at the Administrative Offices located at 1100 East Laurel Street, Olney, Illinois. In addition, each building has its management plan located in the Principal's Office. A registered architect in the State of Illinois has certified Richland County Elementary School as an asbestos free facility.

ATTENDANCE

A student enrolled in Richland County Schools is expected to attend school each day. School attendance is compulsory under Illinois law. Public Act 98-544(effective 7/1/14) lowers the compulsory attendance age for students from age 7 (on or before September 1) to age 6 (on or before September 1). Parents who permit their children to be absent without valid excuses are in violation of the law. Richland County Schools intend to vigorously uphold the Illinois statutes relating to school attendance.

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.*

Excessive absences and tardiness are very serious matters. Each has a direct relationship to the quality of education, as well as the development of habits that will continue through students' remaining school and work years. The school accepts the responsibility of helping develop good character habits in its students. The state

law, however, is quite clear that is the responsibility of the parent to have his/her child in school attendance daily. In addition, it is very important students arrive to school on time. A chronic or habitual truant is defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% (9 days) or more of the previous 180 regular attendance days.

Students with excessive absences (excused or unexcused) per year may be required to show doctor verification to receive an excused absence. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

ATTENDANCE - EXCUSED AND UNEXCUSED

When a child is absent from school, the office (not the classroom teacher) must receive contact from a parent or guardian via phone, written note, or an email to rcesabsent@rcu1.net with a reason for the absence. This needs to be done the day of the absence or the day of return to school in order for the absence to be **excused**.

Absences will be excused for the following reasons: personal illness, illness of member of the immediate family, death of family members or close friends, medical or dental appointments, emergency family situations, religious meetings, and pre-arranged family trips.

Each child will be allowed **15** such **excused** absences from school. Once a student has reached 15 absences (excused or unexcused), all other absences will be considered **unexcused** unless a note from a medical professional is provided or the student is checked by the school nurse. **Nothing other than a documented illness will be considered excused once a student has reached 15 absences.**

Remember: Parents **MUST** contact the school on the day of an absence or the day of the student's return in order for it to be counted as excused. Also remember that this can only be done 15 times before a note from a medical professional must be provided.

The accumulation of unexcused absences or truancy days could result in a referral to the Truancy Review Board (TRB) through the ROE #12 office.

Students are always expected to do the work and learn the material that was missed when absent. Communication with the classroom teacher is vital when absences are numerous and/or extended.

When a student has an appointment (doctor, dentist, etc.) during the school day and will be arriving late or leaving early, a note should be sent in advance.

Students have a 40-minute lunch/recess period. A student will be permitted to leave school for lunch with the following stipulations:

- A note or phone call from a parent/guardian must be received in the office by 9:00 a.m. the morning of. This note should clarify who the student will be going to lunch with.
- Students are not to be signed out prior to the start of their lunch/recess period.
- Students must return by the time their lunch period ends. Late arriving students will receive a tardy. Students arriving more than 15 minutes after their lunch/recess period has ended will receive a 1/2 day unexcused absence.

Make-Up Work-- All work and tests during excused or authorized absences may be made up. Students will have days equivalent to the number of days absent to turn in all makeup work. If absences are at the end of a grading period and the student is entitled to more days for make-up work than are left before the report cards are sent out, the report card will be marked with an “I” for incomplete work.

Pre-Arranged Absences:

A pre-arranged absence is a request to be absent for purposes other than illness in the family or family emergency. Parent/guardian and students should understand that such absences might not be in the best educational interest of the student. All makeup work for these absences is the responsibility of the student and/or the parent/guardian to arrange.

Procedures for requesting pre-arranged absence:

1. Request for pre-arranged absence must be made five (5) school days **before** the intended day of absence.
2. Submit a note from the parent/guardian to the building administrator stating date(s) of requested absence, reason for, and who will accompany the student.
3. During this time of absence the student must be accompanied by the parent/guardian or the absence must be associated with some type of academic venture.

STUDENT ABSENCES - A child’s parent/guardian is asked to call the school office to report the student’s absence. Please call the following number:

Richland County Elementary School (618) 395-8540

Please call the attendance secretary between the hours of 8:00 - 9:00 A.M. if your child is going to be absent from school that day. If you cannot call at that time, but know the day before that your child will be absent (out of town, serious illness, etc.), please call the day before if possible.

Two (2) local phone numbers are requested to be listed on the emergency form that is kept on file. If a child is absent and the school has not been notified by the parent/guardian, the school will be calling these numbers to find out if the child is home, and the reason for his/her absence. The State of Illinois has mandated this call-in program in the hopes of reducing the number of missing children.

ATTENDANCE – HOMEBOUND INSTRUCTION

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or designated location. For more information on home instruction, please contact the principal.

ATTENDANCE–LICE

Each student who is found with live lice and/or multiple nits is to be excluded from school. The student must be treated as instructed in the parent letter. Before re-admission to school, the student must be taken to the school nurse's office for a head check. If this treatment cannot be completed and/or the student does not receive permission to return to school within one day, the parent must notify the school nurse or principal giving the reason for the delay. Following the one day absence the student will be considered truant.

ATTENDANCE-TRUANCY INTERVENTIONIST

Attendance is reviewed regularly. Students with excessive absences or tardiness to school may be referred to the truancy interventionist. The role of the truancy interventionist is to develop a positive relationship with the student and family in order to problem solve attendance issues with the goal of improving attendance.

BIRTHDAY CELEBRATIONS-NO TREATS PLEASE

For birthday celebrations please do not send treats to school. Birthdays are celebrated with stickers, wearing a birthday hat or vest, name on announcements, etc. Your cooperation is appreciated. A parent is welcome to come to school and eat lunch with his/her child or visit a child's classroom. These visits should be arranged in advance with the classroom teacher.

BREAKFAST AND LUNCH PROGRAM

Richland County offers a breakfast and lunch daily. The meals are set according to the guidelines given under the National School Lunch and National School Breakfast Programs, as required by the Healthy, Hunger-Free Kids Act of 2010. For all students at the RCES building; meals are inclusive as to what is listed on the monthly menus. Students are not given the choice to turn down any of the items provided on the tray at the Elementary level. All components must be taken.

It is important that breakfast/lunch bills are paid promptly. Breakfast/lunch money should be paid in advance of the child eating. The billing program is a debit system and not a credit system.

The purpose of this policy is to ensure that every child has access to healthy and nutritious lunches, regardless of the socio-economic status of a family. Under the National School Lunch Program, students will be allowed to charge meals when the student does not have cash available or there is no money left in the student's mealtime account.

If a student begins to accrue charges, the Parent/Guardians will be notified of the negative balances and will be asked for prompt payment. Statements will be mailed and/or e-mailed by the district or food service staff.

If the negative balance is not paid by the student's graduation date, the Superintendent is authorized to seek collection of delinquent debt owed to the fullest extent of the law.

It is the responsibility of the parent/guardian to monitor account status. Parents/Guardians can monitor food service account by utilizing the online payment system at <https://skyward/rccu1.net>. If parents/guardians need more information regarding the use of the online payment system, contact district technology coordinator at 618-393-2191.

DELIVERIES (GIFTS) FOR STUDENTS

Students are **not** allowed to receive deliveries such as gifts, flowers, candy, etc. Anything that is delivered to school for a student will be left at the front desk until a parent/guardian can come in to pick it up. The local shops are aware of this policy and will remind patrons of this if asked to deliver here.

DRESS CODE

The Richland County Board of Education believes it is advisable to govern to some extent proper dress at school. The mode of dress should reflect the proper attitude toward school and promote self-respect. One should be clean, neat, and well groomed at all times. Appearance that will create undue distractions and is determined to be disruptive will not be allowed. Clothing or any item worn in a way that may reflect gang membership is prohibited. Generally, acceptable dress for both boys and girls should be in good taste. Clothing is not to be suggestive, immodest, offensive, and otherwise disruptive to the educational purpose.

Clothing that displays inappropriate words, pictures, suggestive writing, and promotes alcohol, tobacco or illegal drugs will not be allowed to be worn in school. Unusual or questionable dress will be screened by the principal and students may be sent home to change clothing or given an appropriate outfit of clothing to wear.

ELECTRONIC DEVICES

Appropriate electronic devices, **including cell phones**, that are brought to school are to be kept stored away and turned off in student cubbies or lockers during the school day. Such devices are brought at the student's own risk as the school assumes no liability for these items. Electronic devices deemed inappropriate by administration are not to be brought into the building. Electronic devices will be confiscated by administration if the policy is abused and only the parents/guardians may pick them up in the office.

EMERGENCIES: TORNADO, FIRE, AND EARTHQUAKE

IN THE EVENT OF A SCHOOL EMERGENCY:

No student will be dismissed from school unless a parent/guardian or individual designated by a parent/guardian comes for him/her.

No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission. Therefore, it is important to keep your child's **Emergency Form up-to-date**. Please contact the school office when revisions need to be made.

All parents or designated parties who come for students must have them signed out at the office. Signs will be posted at the main building entrance if an alternate location is required.

School personnel will be in communication with various local emergency services. Your help is asked for in the following areas:

1. **Please do not call the school. Phone lines must be kept open for emergency calls.**
2. Following an earthquake or other emergency, do not immediately drive to the school. Streets and access to the school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.
3. Do listen to the radio. Information and directions will be given over the radio.

EMERGENCY FORM

At the beginning of the school year, the parent/guardian of each student fills out an emergency form. Should your child be injured or some emergency occurs, the school would use this form to notify the parent/guardian or one of the two emergency alternate persons will be called.

Please keep this information current by notifying the office of **any changes** in work situation, name, address, or telephone. It is important that these forms be current.

EMERGENCY--ACCIDENTS OR ILLNESS

If a child becomes ill or is injured during school hours, the school will make every effort to contact the parent/guardian at home or work. If a parent/guardian cannot be reached, one of the two alternate persons will be called. These people should be local people **with telephones**.

In case of an emergency, parents will authorize the school authorities to send the child properly accompanied to the hospital or doctor most easily accessible. This will occur **only** if the parents, authorized physician, or alternates named on the *Emergency Form* cannot be reached, and the school authorities determine that immediate observation or treatment is needed.

HEALTH REQUIREMENTS

Health examinations are required for students entering pre-kindergarten and kindergarten. Exams must be completed within one year prior to the date of entering school. Health examinations and proof of immunizations and a lead screening are due at the time of school registration.

A transfer student will be given a period of thirty calendar days to meet this requirement, beginning with the first day of enrollment in the district.

All Illinois children entering kindergarten, second grade, and sixth grade are required to have a dental examination. Each child must present proof of the examination by a dentist by May 15 of the current school year. The dental exam must be completed within eighteen months prior to the May 15 deadline. The dental exam must be performed by a licensed dentist and he/she must sign the report form.

All kindergarten students and students attending an Illinois school for the first time (new out-of-state students) must have an eye exam performed by an optometrist or ophthalmologist. This exam is due by October 15th for kindergarten students and within 30 days for new students.

New students need to meet health requirements within 30 days of entering school. Physicals and immunization records from previous Illinois schools will be reviewed by the school nurse for compliance. Out-of-state students will require an Illinois school physical. Immunizations must meet Illinois guidelines. Again, all records are due within 30 days of entering school.

HEALTH-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:

1. 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.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the diabetes care plan.
4. 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.

The Diabetes Care Plan will then be included in a 504 Plan that is written to provide for the the specific needs of the student. For further information, please contact the Building Principal or nurse.

HEALTH-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 (618) 395-8540.

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.

ID BADGES

ID badges are worn by students and staff at RCES. The badges are worn on the upper chest area. Wearing badges on sleeves, belt loops, pants, or skirts is unacceptable. In addition, lanyards are not acceptable for students. Lanyards can create a safety hazard on the playground.

The ID badge and clip are provided by the district. Each student will receive one badge/clip. Additional badges/clips will cost \$3. Students who do not have an ID badge may have some privileges revoked such as checking out library books and choosing their place in the lunch line.

INCLEMENT WEATHER (Snow, ice, etc.)

Be sure to listen to the local radio station for announcements on school closings or early dismissals due to bad weather. The local station is **WVLN/WSEI 92.9 FM** or **740 AM** on the dial. **Please do NOT call the school** for this information. It will be announced on the radio at frequent intervals as soon as the district office has made the decision. In addition, the school's notification system of Skylert is used when possible.

INTEGRATED PEST MANAGEMENT (IPM)

The school practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides.

An appropriate staff member will be designated as the IPM Coordinator. This person will be responsible for the overseeing of pest control for the district.

If you are not on the IPM notification list then you may request to be notified two days before the use of pesticides at the school. Parents on the IPM notification list and staff members will be notified in writing two business days prior to the pesticide application. Antimicrobial agents such as disinfectants, sanitizers, deodorizers, insecticide baits, and rodenticide baits, are exempt materials and not subject to the notification requirement.

Any contractor hired by the school district to provide pest control or other services must comply with the district's IPM and notification policy.

McKINNEY-VENTO ASSISTANCE ACT

The McKinney-Vento Assistance Act ensures that homeless children and youth are afforded the same opportunities to be successful learners as other children and youth. The District works with families to provide support and awareness of school and community programs.

Medication Procedure

In order to comply with the recommended guidelines for medication administration in schools by the Illinois Department of Public Health, the Illinois State Board of Education, and the Illinois Association of School Nurses, the school must have written order for prescription and nonprescription medications from the child's licensed prescriber and a written request from the parent/guardian requesting the medication be given during school hours.

Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.

The form for the written order must be obtained from the child's school. It must be completed by the child's licensed prescriber, and the parent/guardian must complete the parent/guardian section.

Any changes in medication orders must have written authorization from the licensed prescriber. The written medication orders must be renewed annually for long-term medications.

To provide the best health care for your child, it may be necessary for your child's school nurse to consult with the prescribing physician regarding your child's medication. To allow the school nurse and prescribing physician to exchange information, an authorization for release of information must be signed by the parent or guardian.

It is the parent/guardian's responsibility to assure that the licensed prescriber order, parent/guardian written request, release of information, and medication are brought to the school.

Prescription medications must be brought to school in a container appropriately labeled by the pharmacy or physician. Non-prescription medications ordered by the physician shall be brought with the manufacturer's original label and child's name affixed to the container.

The medication shall be left in a school office, where it will be kept in a locked drawer or cabinet. Medications requiring refrigeration shall be refrigerated in a secure area.

The medication shall be administered by the certified school nurse. In the absence of the certified school nurse, the school administrator or his/her certified school designee may supervise self-administration of medication or have the parent/guardian come to the school to administer the medication.

When a medication is given at school, it shall be documented by the certified school nurse or the school administrator or his/her certified school designee.

The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, the certified school nurse will dispose of the medication in the presence of a witness.

ADOPTED: December 20, 1999

School Medication Authorization Form

To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Student's Name: _____ Birth Date: _____

Address: _____

Home Phone: _____ Emergency Phone: _____

School: _____ Grade: _____ Teacher: _____

To be completed by the student's physician, physician assistant, or advanced practice RN.

NOTE: A Doctor's order is no longer needed for inhalers. For inhalers, parents use the "Asthma Inhalers" section below and complete top and bottom of second page:

Physician's Printed Name: _____

Office Address: _____

Office Phone: _____ Emergency Phone: _____

Medication name: _____

Purpose: _____

Dosage: _____ Frequency: _____

Time medication is to be administered or under what circumstances:

Prescription date: _____ Order date: _____ Discontinuation date: _____

Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day? Yes No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

Physician's signature

Date

Asthma Inhalers

Parent(s)/Guardian(s) please attach prescription label from the inhaler box here:

All parents please complete second page:

For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30). *If you agree please initial:*

Parent/Guardian

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge

that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and

I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

Parent/Guardian printed name

Address (if different from Student's above): _____

Phone: _____ Emergency Phone: _____

Parent/Guardian signature Date

ADOPTED: February 19, 2015

**Richland County Community Unit District #1
Authorization For Release of Information**

I authorize the East Richland School District #1 to release/obtain:

- _____ 1. Health records (physical and/or dental examinations, immunizations, etc.)
- _____ 2. Psychological and/or social work reports and information.
- _____ 3. Special Education records (case study evaluation results, IEP's, conference and/or teacher reports, etc.)
- _____ 4. Other information _____

Regarding _____
Student's Name Date of Birth

to/from _____
Physician/Facility/Agency

Address
for the purpose of facilitating health services. Consent is valid until calendar date _____.

Failure to provide consent to release information may result in the following:

I understand that the above named Physician/Facility/Agency authorized to receive this information has the right to inspect and copy the information to be disclosed. I understand this consent is valid for one year from the date of signature below if not otherwise noted. I understand that I may revoke this consent at anytime (revocation must be in writing). I understand that no revocation of this consent shall be effective to prevent disclosure of records and communications that has already been acted upon.

Recipient (age 12 or older) Date

Parent/Guardian of minor or legally disabled recipient Date

Witness

Date

NOTICE TO RECEIVING PHYSICIAN/FACILITY/AGENCY: You may not disclose any of this information unless the person who consented to this disclosure specifically consents to such redisclosure. As under the provisions of the Illinois Mental Health and Development Disabilities Confidentiality Act (II. Rev. Stat., ch. 91 ½, par. 901 et seq.)

Rev. 11/03

NOTIFICATION SYSTEM - SKYLERT

Skylert is a tool to improve parent communication to deliver real time information to you and provide awareness of events that take place within the school.

Keeping you informed is a top priority at Richland County Community Unit School District No. 1. The Skylert Notification Service allows us to send a telephone message to you providing important information about school events or emergencies. Skylert notifies you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone.

Parents - Please make sure to keep phone numbers and email addresses up to date in Skyward. The Skylert system is only effective if valid contact information is available.

POLICIES ON ACCESS TO STUDENT RECORDS

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

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access

and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

7. 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.

8. 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

POLICY ON 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.

TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)

Please Read

Please read this document carefully before signing. The signatures at the end of this document are legally binding and indicate that you have read this *Technology Acceptable Use Policy (TAUP)* and understand its significance. The failure of any user to follow the terms of the TAUP may result in the loss of privileges, disciplinary action, and/or appropriate legal action. All faculty and staff, and each student and his or her parent(s)/guardian(s) must sign the TAUP before being allowed to utilize the school's technology resources. The TAUP need only be submitted once while enrolled at (enter school name here).

It's a Guide to Acceptable Technology Usage

The *TAUP* is intended to be a usable guide to the proper use of technology in the district. It is not intended, nor can it be, a comprehensive guide. However, some specific examples are provided to illustrate acceptable use. In summary, students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and State law.

All District, Personal, Current and Future Technology Services and Equipment in the School

The TAUP will apply to both school equipment and personal technology equipment used in the school building. This will include computers, notebook computers, personal data assistants (PDA), USB devices such as flash drives or external hard drives, memory cards, digital cameras, cellular telephones, cell cameras, MP3 players, and any wireless access devices. Any new technologies not mentioned by name in this document will also be covered by these policies.

Purpose

Richland County Community School District #1 supports the acceptable and beneficial use of technology, the Internet and other computer networks in the district's instructional program in order to facilitate teaching and learning consistent with the curriculum adopted by the board. In these contexts, the board recognizes the pedagogical benefits associated with technology applications related to interpersonal communications, access to information, research, collaboration, and the need to address varied instructional methods, learning styles, abilities, and developmental levels of students.

General Concepts

1. Students are to treat all equipment with care and are to report instances of abuse or misuse to a teacher or staff member as soon as the student becomes aware of the issue.
2. The school's equipment, computer network and access to the Internet are the property of the School District, and utilization of these resources is a privilege, not a right.
3. In furtherance of the purposes outlined, the district reserves the right to implement appropriate action that includes, but is not limited to, the following:
 - a. Limitation or cancellation of these privileges
 - b. Disciplinary action and/or legal action
 - c. Routine inspection of the contents of any transmissions that utilize these resources within current legal parameters
 - d. Log network use and to monitor fileserver space utilization by district users.
 - e. Other restrictions or sanctions as necessary
4. The Building Principal, and/or his designee will make all decisions regarding whether or not a user has violated the TAUP and may deny, revoke, or suspend access at any time.
5. The Superintendent and/or his/her designee will make all decisions regarding whether or not a staff member has violated the TAUP and may deny, revoke, or suspend access at any time.
6. The district shall not be responsible for any information that may be lost, damaged or unavailable when using technology resources or for any information that is retrieved via the Internet.

7. The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Privacy and Access Guidelines

1. Network accounts will be used only by the authorized owner of the account for its authorized purpose.
2. Unless otherwise noted, all communications and information that are accessible via technology resources should be assumed to be private property of the district and shall not be disclosed to anyone without the written permission of the district.
3. Network users shall respect the privacy of other users on the system.

No Expectation of Privacy with Respect to School email or Technology Resource Usage

1. Electronic mail (e-mail) that is processed via the school's technology resources is not private. The district technology staff has access to all e-mail, and they are authorized to periodically monitor Internet and school email usage.
2. Teachers, students and staff possess no expectation of privacy with respect to their email or internet usage processed through the school network.
3. In addition to previously mentioned access, the district reserves the right to search otherwise private electronic records in those instances when they have reasonable suspicion that a violation of the law or school rules has occurred or where the safety of the school community is in question consistent with current legal precedents.

Expected Behaviors--Responsible Technology Use

1. Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of technology etiquette, and federal and State law.
2. The school community has a responsibility to help students to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.
3. Any person who has knowledge of technology abuse or misuse has a responsibility to report it to the appropriate school personnel.
4. Any technology user who receives threatening or unwelcome communications should immediately bring them to the attention of a teacher or administrator.
5. Technology users should never reveal personal addresses, telephone numbers or other identifying information to people they do not know.

Examples of Prohibited Behaviors

This TAUP prohibits the use of technology resources:

1. To facilitate activities that are illegal or contrary to school rules or policies.
2. For commercial or for-profit purposes.
3. For non-work or non-school related work.
4. For product advertisement or political lobbying.
5. For searching for, accessing, submitting, posting, publishing, downloading or displaying inappropriate materials by means of the Internet and/or e-mail, blogs, web pages and social sites. This would include discriminatory remarks, and offensive or inflammatory communication including inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material. In addition, users may not search for, access, submit, post, publish download or display information by means of the Internet and/or email containing any of the following topics (unless the topic is an appropriate research assignment authorized by or conducted by a teacher):

Alcohol	Libelous or slanderous material
Bomb making	Militants and/or extremist students or groups
Deviant social behavior	Pornography and/or sexually oriented material
Gambling	Profanity
Gangs	Racism
Human or animal mutilation	Satanic themes and/or cults
Illegal activity	Violence or weapons
Illegal drugs	

6. To transmit material likely to be offensive or objectionable to recipients.
7. For unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. To intentionally obtain or modify files, passwords, and data belonging to other users.
9. To impersonate or represent another user. This includes the use of pseudonyms.
10. To load or use unauthorized games, programs, files, or other media.
11. To disrupt the work of other users.
12. To destroy, modify or abuse hardware and software.
13. To quote personal communications in a public forum without the original author's prior consent.
14. To waste resources, such as disk space or printer supplies.
15. To gain unauthorized access to resources or entities.
16. To use technology resources while access privileges are suspended or revoked.
17. To attempt to bypass technology resource security, filters, and firewalls including the use of a proxy server.
18. Failing to exit the Internet, shutdown, or log off a computer after being instructed to do so by school personnel.
19. To harass or stalk another person by means of the Internet or email.
20. Transmitting personal information to an Internet "stranger."
21. Posting or transmitting anonymous messages.
22. To post or transmit material created by another person without authorization.

This is not all-inclusive. Any other misuse of the Internet or the district's electronic network system or other electronic mediums, deemed inappropriate by school personnel, may result in disciplinary action and/or appropriate legal action.

Password Security

The system's security is protected through the use of passwords and monitoring software. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. In addition, the district employs security and monitoring software to track network usage, troubleshoot problems, monitor appropriate use of technology, and restrict Internet access when needed. In addition to these efforts, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to technology resources.
4. Any user who identifies a security issue on the Internet or Network must notify the Building Principal or System Administrator immediately. Users may not demonstrate the problem to other users.
5. Attempts to log on to technology resources as a system administrator will result in

cancellation of user privileges.

Possible Consequences for Inappropriate Use

- 1.The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts.
- 2.Illegal use of technology resources; intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.
- 3.General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.
- 4.Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This includes but is not limited to the uploading or creation of computer viruses.
 5. In the event that the student vandalizes any district computer hardware or software, he/she or the legal parent/guardian, if the student is a minor, will be responsible to pay all repair and/ /or replacement costs. By signing this agreement, the parent/guardian expressly agrees to be responsible for payment of costs incurred.
- 6.Any student, who damages, destroys, or copies another person’s data will be referred to the building principal for appropriate discipline and may be suspended from or denied access to all computers. Incidents in which a student copies another student’s data will be treated as cheating.
- 7.Any student who tampers with or attempts to gain access to computer data to which he/she has no security authorization is in violation of district policy. It will be considered equivalent to tampering with a teacher’s written records or attempted to gain access to confidential student information.
- 8.Any student who loses his/her computer use privileges due to a violation of this policy may be removed from courses that require extensive use of computers and given an F for those courses.
- 9.The user expressly agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this TAUP.

Student Acknowledgement (Required for Students in Grades 4-12)

I have read, understand and agree to abide by the rules set forth in the above *Technology Acceptable Use Policy*. I further understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken. I understand that access to technology is for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to fully restrict access to all controversial and inappropriate materials and maintain a beneficial learning tool. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by technology resources.

Name Student Signature _____ Student Printed

Date

Parents

I have read, understand and agree to abide by the rules set forth in the above *Technology Acceptable Use Policy*. I have discussed the terms of the agreement with my son/daughter. I understand that access to technology is for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to fully restrict access to all controversial and inappropriate materials and maintain a beneficial learning tool. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by technology resources. I further accept full responsibility for the supervision of my child's technology use outside the school setting. I have discussed the terms of this *Technology Acceptable Use Policy* with my child, and I hereby request that my child be allowed access to the district's technology resources.

Parent Printed Name

Parent/Guardian Printed Name

Date

Parent/Guardian Signature

Faculty and Staff

I understand and will abide by the above *Technology Acceptable Use Policy*. I further understand that should I commit a violation, my access privileges may be suspended, revoked, and/or school disciplinary action and/or appropriate legal action may be taken. In consideration for using the district's technology resources including access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of technology resources.

Faculty/Staff Printed Name

Faculty/Staff Signature

Date

ADOPTED: April 16, 2009

PROCEDURE--CIVIL RIGHTS GRIEVANCE

This grievance procedure along with explanations, due process and directions are available for inspection in the Assistant Superintendent's Office for Title VI, Title IX, and Section 504 and for the elimination of discrimination and denial of services on the basis of race, color, national origin, sex, and handicapped grievances.

EXPLANATION

A *grievance* is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) the difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

DUE PROCESS

1. Right to Representation

A grievant(s) may choose to be represented by an attorney or other person of his/her choosing, such as a relative or advocate. Issues of ordinary school operation should, however, be resolved as informally as possible.

2. Right to Present Witnesses and Evidence

Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.

3. Time Limits

All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.

4. Right to Information

Unless state laws and right-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.

5. Privacy

During the grievance procedure, except at Step IV, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.

6. Reprisals-Retaliation

Participants in a grievance submitted in this district shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student file(s) or used to affect equal opportunity for access and equity in educational programs and services.

DIRECTIONS

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step III the grievance must be submitted in writing, dated, and signed with the name of the attendance center and the grade level of the grievant(s). The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timeline. Copies of the written answers to the grievant(s) shall be submitted to the superintendent, assistant superintendent, and/or building principal. This response shall contain a summary of the evidence determined, the conclusion(s) reached with reasons, and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

STEP I

The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days. (*Days* mean days when school is in session.)

STEP II

If the problem is not resolved, the grievance should be referred informally to the Building Principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

STEP III

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Assistant Superintendent. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

STEP IV

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Office of the Superintendent or designee within ten (10) days from the receipt of the response in Step III. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

STEP V

If the issue is not satisfactorily resolved in Step IV, the grievant(s) may appeal the grievance in writing to the School Board within five (5) days from receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

STEP VI

If the issue is not satisfactorily resolved in Step V, the grievant(s) may appeal the grievance in writing to the Superintendent of the Educational Service Region and, thereafter, to the State Superintendent of Education pursuant to Section 3-10 and Section 2-3.8 of the *School Code*. It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

PROFESSIONAL QUALIFICATIONS OF CLASSROOM TEACHERS

As a parent of a student at Richland County Elementary School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires the school district to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether Illinois State Board of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether Illinois State Board of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of the information, please call the school to talk with a principal.

REGISTRATION

Attendance in school is governed by the *Illinois State School Code*. In keeping with these guidelines the following policies are adhered to in this school district.

Registration: Students new to the school district will not be allowed to register and enroll unless a parent/legal guardian accompanies them. **The parent/legal guardian must be a legal resident of this school district.**

Specific records, which will be needed for enrollment, are:

1. Birth Certificate - Upon enrollment of a student for the first time, the parent(s) of students shall present a copy of a certified birth certificate for that student or other reliable proof of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the child's identity shall include a passport, visa, or other governmental documentation of the student's identity.

Upon the failure of the parent(s)/guardians(s) to comply with the birth certificate requirement, the school principal will within 10 school days notify the Illinois State Police. The parent(s)/guardian(s) will have 10 additional school days to comply with the birth certificate regulation at which time the student will be excluded from school and the Illinois State Police and the Illinois Department of missing children will be notified by the school principal.

2. Health Records

- a. Immunizations – A written record of all shots and immunizations showing month and year must be provided.
- b. Physical Examination. A copy of a recent physical exam must be provided.

3. Provide a copy of the following papers, if applicable:

- a. Legal guardianship or custody papers.
- b. Adoption document.
- c. Legal name-change documents.

RESPONSIBILITIES AND RIGHTS–PARENTS

What Parents Should Do:

- See that your child attends school regularly and is not tardy.
- Understand the responsibilities of the teacher, who takes the place of the parents during the school day.
- Support the rules of the school, the district, and the community.
- Safeguard your child's health by making sure that he/she goes to the doctor and dentist regularly.
 - Attend school conferences and other activities, when possible.
- Plan a time and place with supervision for the student to do homework.
- Talk with your child and the teacher about school and report cards.
- Cooperate with the school regarding the discipline code.

Parents Have The Right To:

- Expect a classroom atmosphere that allows good education to take place.
- See the child's school records.

- Be informed of the child’s attendance, learning, or behavior problems.
- Share with the student’s right in being told why he/she is being disciplined.
- Share in the Parent/Teacher Organization and other school activities.
- Receive regular reports on the student’s progress in learning.
 Notify the school in writing that their child should not be required to take part in certain curricular topics/activities that the parent may find objectionable.

RESPONSIBILITIES AND RIGHTS—STUDENTS

What Students Should Do:

- Come to school every day and be on time.
- Go to all classes and do your work.
- Ask your teachers for help.
- Help care for books, supplies, and all school property.
- Obey all school rules. Obey all teachers and staff.
- Be polite to all teachers and staff.
- Do not use bad words.
- Make sure you are neat and clean.
- Be fair and kind to other students.
- Do not fight or hurt other students.
- Do not run in the building.
- Keep hands to yourself.

Students Have The Right To:

- Learn.
- Be protected from physical or verbal abuse.
- Receive help with their studies.

- Give their point of view as long as it does not hurt the rights of others.
- Learn to make decisions.
- Be disciplined.
- Be informed of the School Disciplinary Code.
- Act in a way that will help you and other students to learn.
- Observe a religious holiday.
- Due Process.

RESPONSIBILITIES AND RIGHTS – TEACHERS

Teachers Should:

- Provide the best possible education through a good classroom climate, which allows for learning to take place.
- Respect all students and parents.
- Be available to talk with staff, parents, and students, especially about class work and discipline.
- Enforce the rules of the school courteously, consistently, and fairly.
- Deal with disciplinary problems quickly, firmly, and impartially.
- Help with discipline outside the classroom--in the halls, the restrooms, and on school grounds.
- Teach respect for community property and good citizenship.

Teachers Have The Right To:

- Expect students to behave properly.
- Be respected by students, parents, and other staff.
- Be protected from physical assault and from harm or theft of personal property.
- Call a parent/teacher conference when a student violates the discipline code.

SCHOOL BUS – CHANGE IN AFTER SCHOOL BUSING

When it is necessary for a student’s after-school transportation to be changed from his/her regular routine, a note should be sent to the classroom teacher. Then the student will be given the “Temporary Bus Pass” which lets the bus driver know the change has been authorized and allows the student to ride the appropriate bus. To help with student safety please limit the number of times a student may need to change transportation.

For student safety purposes, the cutoff for making changes to student busing is 10:00 a.m the day of the change. This applies to all school days, regular schedule and early dismissal, and all students including morning and afternoon Pre-K.

SCHOOL BUS RULES FOR STUDENTS

Be respectful of the bus driver and others

- Listen and follow the directions of the driver.
- Keep hands, feet, and belongings to yourself.
- Speak quietly with appropriate language and gestures.
- Get bus driver’s permission to eat, chew gum, or drink on the bus.
- Using tobacco, alcohol, drugs or having weapons is prohibited.

Be respectful of the bus

- Take care of the bus by not writing on or causing damage to seats or walls.
- Keep the bus neat and clean by throwing away all trash as you exit the bus.

Be responsible and safe on the bus and at the bus stop

Bus Stop

- Be on time at your bus stop.
- Wait for the bus by standing back away from the curb or road edge.
- Keep hands, feet, and belongings to yourself.
- Exit the bus at your designated stop and continue walking away from the bus. Be sure to never crawl, reach under, or return to the bus after exiting.

Bus Ride

- Report unsafe actions or bullying to the bus driver or an appropriate adult
- Sit in your seat facing forward. Sit back to back and seat to seat. Sitting on the floor or crawling under seats is a safety concern.
- Stay seated until the bus comes to a complete stop before standing.
- Remain quiet at all railroad crossings.
- Put window at or above the designated line.
- Keep head, hands, and feet inside the bus window at all times.
- Place cell phones on silent and using other electronic devices is ok as long as they do not cause a disturbance.
- Carry no animals and no glass containers on the bus.

SCHOOL BUS RULES – VIOLATIONS

The school bus driver has the responsibility for supervising and controlling students on the route. If the driver is unable to control students through his/her efforts, then a **School Bus Incident Report** is to be filled out by the driver. On the same day, if possible, or as soon as practical, this report is to be taken by the bus driver to the building administrator for disciplinary action. The building principal will take appropriate disciplinary action. The following procedure will apply to incident reports involving “*gross misconduct or a serious safety hazard to other students.*”

First Incident Report

The administrator will notify parent/guardian of violation(s). If the first incident report is of a severe nature, the administrator may suspend the student from the bus for a period of time not to exceed ten (10) school days. Suspension shall be reported to the parent/guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review before the superintendent. The building administrator may require a meeting with the parent/guardian and bus driver.

Second Incident Report

The administrator may suspend the student from the bus for a period of time not to exceed ten (10) school days or until a meeting has occurred with parent/guardian and bus driver. Suspension shall be reported to the parent/guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review before the superintendent. Prior to the student being permitted to ride the bus again, a meeting must occur between the parent/guardian, building administrator and bus driver.

Third Incident Report

The administrator may suspend the student from the bus for the remainder of the school year. Suspension shall be reported to the parent/guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review before the superintendent.

Note: Nothing in this section shall prohibit the building administrator from taking further disciplinary action in accordance with the student handbook.

SCHOOL DELIVERIES

It is requested deliveries not be made to the school for students. Deliveries include balloons, flowers, or candy bouquets. Your cooperation in this matter is appreciated.

SECURE ENTRANCE (Pick-up and Drop-off)

During the school day access to the school may be gained by using the camera/buzz in system located at the primary/south entrance of the school. All other doors are locked and secured during the school day.

Parents/guardians who drive their children to school are not permitted to walk students to class. Students should be dropped at the front door and walk to class on their own. Special circumstances such as the first day of school for Pre-K and Kindergarten students may be permitted.

In order to assist with pedestrian traffic flow and student safety, parents picking up children at the end of the school day are asked to wait in their vehicles or park in the lot and wait outside until school is dismissed. (See also visiting the school/classroom)

To help with student safety, each child will receive an orange or black book bag tag that corresponds to the color of windshield sticker their parent or guardian received. This will ensure that students are being picked up and dropped off at the correct location and that only RCES parents are picking up our students.

SEX OFFENDERS

School law dictates the school is responsible for notifying parents of how to locate sex offenders residing in this community. The information may be obtained by accessing the Illinois State Police website:
www.isp.state.il.us/sor

STUDENT ACHIEVEMENT – PROMOTION/RETENTION POLICY

Promotion/retention decisions in the elementary grades (1-5) will be focused upon the student's ability to be successful at the next grade level. This decision will be a joint process involving parents, teachers, and the building principal.

If a consensus decision cannot be reached, the building principal shall have final authority to determine promotion or retention.

Richland County Community Unit School District No. #1 does not support the concept of social promotion. Student achievement and potential shall be the sole factor influencing promotion/retention decisions.

STUDENT CONDUCT/DISCIPLINE

The staff at the Richland County Elementary School firmly supports the idea that school should be “a good place to be” for everyone—students, teachers, administrators, and parents. It is everyone’s responsibility to maintain “this good place”. It is with this thought in mind that Richland County Public Schools proceed with their plan for safe schools and an orderly process for education.

When misconduct or not meeting behavior expectations occur, it is the responsibility of involved teachers and administrators to work with the student, parents, and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the consequence for the misconduct, school personnel will consider the nature of the act, the student’s previous school history, his or her age and maturation, any present circumstances, and the effect of his or her actions on the welfare of the school community.

Detention or No Recess

Detentions will be utilized during any combination of lunch, lunch recess and or afternoon recess in order to teach students appropriate ways to correct their behavior and to teach strategies to help them meet behavior expectations in the future.

Late Stay

Late Stay will be utilized after school until 4:15 p.m. in order to teach students appropriate ways to correct their behavior and to teach strategies to help them meet behavior expectations in the future. Students will be placed in Late Stay when repeated misconduct occurs and or during incidents that are more severe in nature.

In School Suspension

Richland County Elementary School believes that students learn the best when they are in the classroom. However, instances occur where it may be necessary to place a student in an alternative educational environment when misbehavior occurs. When students become disruptive to the educational process of others due to their misconduct it may be necessary to assign students In School Suspension. During this time students will be able to complete all educational assignments in addition to completing a character education session with a school counselor or designated person in order to develop strategies to help correct the behavior that resulted in an In School Suspension. When determining the time period students will spend in In School Suspension, school personnel will consider the nature of the act, the student’s previous school history, his or her age and maturation, any present circumstances, and the effect of his or her actions on the welfare of the school community.

STUDENT CONDUCT: PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

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: (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 interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, 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.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator 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. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

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

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

STUDENT CONDUCT - BULLYING/AGGRESSIVE BEHAVIOR

The Board of Education has determined that a safe school environment facilitates learning. Accordingly, it is the policy of this Board of Education that aggressive behavior of students of the District shall not be permitted.

Aggressive behavior is defined as:

Any behavior that may cause physical or emotional harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

The main types of aggressive behaviors are:

Physical (hitting, kicking, grabbing, spitting, etc.)

Verbal (name calling, racist remarks, etc.)

Indirect (spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, etc.)

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including, but not limited to:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

Students who are the victims of aggressive behavior, as stated in this policy, at anytime by anyone are encouraged to notify any school district employee who in turn, reports the alleged incident to a Building Administrator.

When there is substantial evidence of violation of this policy, the administration and/or Board shall take appropriate action that may include expulsion, suspension, detention, police contact and report, warning, and/or such other disciplinary action as may be warranted.

STUDENT CONDUCT – DRUGS/ALCOHOL

The use of prohibited drugs or alcoholic beverages will not be permitted. Any student apprehended using, selling, distributing, or having in possession any prohibited drugs or alcoholic beverages may be suspended from school and may be referred to the Board of Education for possible expulsion.

Students using or possessing drugs or alcohol will be subject to the following:

First Offense – Five day suspension with required drug/alcohol abuse counseling, at the expense of the parent, in lieu of a ten (10) day suspension with a recommendation for expulsion. Students will be required to complete a minimum of ten hours of individualized counseling with a counselor of the parents' choice.

Second Offense – One ten-day suspension with referral to the Board of Education for possible expulsion. The sale or distribution of drugs will result in an automatic ten-day suspension and referral to the Board of Education for possible expulsion.

The school or students are not exempt from federal, state, or local laws. Therefore, consistent with existing laws governing the sale or delivery, possession or use of prohibited drugs (alcohol, marijuana, etc.), “look-a-like” drugs (substance not containing an illegal drug or controlled substance, but one that a student believes to be, or represents to be, an illegal drug or controlled substance), or drug paraphernalia, any student suspected of being in violation of these laws will be immediately reported to the appropriate law enforcement official for possible investigation and action. A student may be asked to submit to breathalyzer, Alco Screen Saliva Analysis, and/or urine drug test when school officials have a reasonable suspicion the student has used or is under the influence of any drug or alcohol.

STUDENT CONDUCT – THREATS

Threats will not be tolerated in the Richland County School District. Any student found guilty of making bodily harm or property damage threats will receive appropriate discipline. The local law enforcement agencies may be contacted if the situation warrants this.

RULE JURISDICTION

The jurisdiction of the school for student conduct includes all of the following: the transportation of students to and from school, whether by bus, or other vehicle, or walking; the presence and actions of students on campus during the school day and after-school activities; and the school sanctioned activities that occur on campus. The school administration and staff will diligently manage and supervise students’ conduct in all programs, maintaining the confidence of students, parents, and the community.

LEVEL I - ACTS OF MISCONDUCT

Level I Acts of Misconduct is minor misbehaviors, which hinder the orderly operation of the classroom, school and/or bus. Such misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel. **Level I** misbehaviors include the following:

- a. Classroom disturbance
- b. Dishonesty
- c. Failure to carry out directions
- d. Littering
- e. Tardiness
- f. Failure to follow school rules
- g. Running in the building
- h. Restroom play
- i. Rough play
- j. Damage to/taking property (The level of misconduct is dependent on the relative value and other circumstances.)
- k. Profanity (verbal or written)
- l. Physical contact -- pushing, shoving, hitting

- m. Forgery or the use of forged notes or excuses
- n. Improper use of the Internet
- o. Misconduct with substitute teacher

DISCIPLINARY RESPONSE

DISCIPLINARY PROCEDURES:

There is immediate intervention by the staff member supervising the student or who observes the misbehavior.

If the violation occurs in the classroom setting, teacher invokes his/her management plan.

Repeated misbehavior may require a parent/teacher conference or a parent conference with an administrator.

DISCIPLINARY OPTIONS:

- Conference with parents (by phone who is or in person)
- Conference with student
- Consequences as stipulated in the classroom management plan
- Verbal reprimand
- Behavioral contract
- Counseling
- Withdrawal of privileges

LEVEL II- ACTS OF MISCONDUCT

Level II involves misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Those infractions, which result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of **Level I** disciplinary options has failed to correct the situation. Included in this level are misbehaviors which do not represent a direct threat to health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of the administrative personnel. These include such misbehaviors as:

- a. Continuation of unmodified **Level I Act of Misconduct**
- b. Possession or use of tobacco and or tobacco paraphernalia on, or adjacent to, school property (first offense)
- c. Truancy
- d. Disrespect/insubordination
- e. Bus conduct
- f. Verbal abuse/profanity
- g. Damage to/taking property (The level of misconduct is dependent on the relative value and other circumstances.)
- h. Failure to abide by corrective measures for misconduct
- i. Vandalism
- j. Threats to others
- k. Bullying

DISCIPLINARY RESPONSE

DISCIPLINARY PROCEDURES:

DISCIPLINARY OPTIONS:

<p>The student is referred to the administrator for disciplinary action.</p>	<ul style="list-style-type: none"> - Conference with parents (by phone or in person) - Conference with student
<p>The administrator meets with the student and/or teacher and effects the most appropriate response.</p>	<ul style="list-style-type: none"> - Detention - Late Stay - Written assignment - Withdrawal of privileges
<p>A record of the offense and disciplinary action is maintained by the administrator.</p>	<ul style="list-style-type: none"> - Referral to outside agency or maintained by the district support services - Saturday school - In School Suspension

LEVEL III- ACTS OF MISCONDUCT

Level III involves acts directed against persons or property but whose consequences do not seriously endanger the health and safety of others in the school. **Level III Acts of Misconduct** can usually be handled by the disciplinary mechanism in the school. The corrective measures which the school or district uses will be determined by the extent of the resources available for remediating the situation in the best interest of all students. These acts include the following:

- a. Continuation of unmodified **Level II Act of Misconduct**
- b. Possession or use of tobacco (2nd or repeated offenses)
- c. Possession, use or under the influence of alcohol
- d. Possession or use of controlled substances (drugs) and/or drug paraphernalia
- e. Fighting and/or physically injuring or harming another student intentionally
- f. Bus misconduct – incidents of gross misconduct and/or misbehavior resulting in a serious safety hazard.
- g. Theft (The level of misconduct is dependent on the relative value and other circumstances.)
- h. Dangerous objects
- i. Harassment/sexual harassment
- j. Disrespectful insubordination

DISCIPLINARY RESPONSE

DISCIPLINARY PROCEDURES:

The administrator initiates disciplinary action by infraction and conferring and/or recess with the staff and the student about the misconduct and subsequent disciplinary actions to be taken.

Parents will be informed by a discipline report mailed

DISCIPLINARY OPTIONS:

- Temporary removal from class investigating the
- Alternative programs
 - a. Program for disruptive youth
 - b. Homebound instruction
 - c. Other appropriate district

home and/or by conference.

alternatives

- Financial restitution (in cases where damage or loss is incurred
 - Late Stay
 - In School Suspension
 - Saturday School
 - Out-of-School Suspension
 - Suspension of bus privileges (maximum of 10 days)

A proper and accurate record of the offenses and disciplinary actions is maintained by the administrator.

LEVEL IV ACTS OF MISCONDUCT

Level IV acts involve actions, which are so serious that they always require administrative actions, which result in at least temporary removal of the student from school. **Level IV Acts of Misconduct** may involve the intervention of law enforcement authorities and action by the Board of Education. These include:

- a. Continuation of unmodified **Level III Acts of Misconduct**
- b. Furnishing or selling controlled substances (drugs)
- c. Possession or use of weapons (For the purpose of this Section, the term “weapon” means (1) possession, use, control, or transfer of any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of weapons as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knife, brass knuckles, or bully club, or (3) “look alike” of any weapons as defined in this Section.)
- d. Bomb threats
- e. Setting fires
- f. Setting false fire alarms
- g. Damage to/taking property (The level of misconduct is dependent on the relative value and other circumstances.)
- h. Possession and/or sale of stolen property.
- i. Other acts of misconduct, which are seriously disruptive and/or create a safety hazard to students, staff and/or school property.
- j. Bus misconduct incidents of gross misconduct and/or misbehavior resulting in a serious safety hazard.

*Note: A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school, may be expelled for a period of not less than one (1) year, except that the expulsion period may be modified by the board on a case by case basis. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

Expulsion or suspension shall be construed in a manner consistent with the Federal Individual with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in the Section may be eligible for transfer to an alternative school program in accordance with Article 13A of the School Code. The provisions of the subsection (d) apply in all school districts, including special charter districts and districts organized under Article 34.

DISCIPLINARY RESPONSE

DISCIPLINARY PROCEDURES:

The administrator verifies the offense, confers

DISCIPLINARY OPTIONS:

- Out-of-school suspension

with the staff member(s) involved and meets with the student.

The student is immediately removed from the school environment and parents are notified.

School officials contact law enforcement officials, if and when appropriate. A complete and accurate report is submitted to the superintendent and assistant superintendent.

placement

- Alternate programs
 - a. Program for disruptive youth
 - b. Homebound instruction
 - c. Other appropriate district alternatives
- Board action, which results in appropriate
- Bus suspension

STUDENT DIRECTORY INFORMATION

Directory information may be released to the general public at the discretion of the principal unless a parent requests in writing that any or all such information not be released. Information that may be designated as directory information shall be limited to: 1. Identifying information: name, address, phone number, gender, grade level, birth date and place, and parents' name and address. 2. Academic awards. 3. Information in relation to school-sponsored activities, and 4. Period of attendance.

SURVEILLANCE CAMERAS

Due to the increased need for security in, on and around the District's schools and buses, the District's Safety Committee has recommended the installation and use of video surveillance cameras. The cameras will be located in the buses, and in the building interior and exterior.

TITLE I HOME/SCHOOL COMPACT

The Richland County Title I Program envisions the highest level of success for every individual. We make the commitment to motivate, to challenge, and to encourage each child to become the best he/she can possibly be. To accomplish this task, we all need to work together.

Parents -- This school year I will do my best to:

- *Read with or to my child on a regular basis.*
- *Review the papers and notes in my child's backpack nightly.*
- *Help my child attend school and be on time.*
- *Keep lines of communication open with the classroom teacher.*
- *Attend Title I parent/family activities.*
- *Volunteer as a classroom or library helper.*

Teacher/Title I Teacher -- This school year I will do my best to:

- *Teach reading skills necessary for school success.*
- *Provide a caring environment where your child will be encouraged to be responsible for his/her own learning and behavior.*

- *Take into account individual strengths in your child.*
- *Keep you informed about your child's progress.*
- *Assist you in helping your child at home.*

TITLE I PARENTAL INVOLVEMENT POLICY

The parent is the child's first and most important teacher. The parent's involvement in the child's education is essential for the success of that child. The Title I program is committed to building a strong home-school partnership with Title I parents.

This partnership will begin and be continually strengthened in the following manner:

1. Notification of Selection and Program Orientation

- a. RCES has a school wide program designed to assist students by primarily improving their reading and writing skills as well as motivating students to be lifelong learners. Students are tested annually. Based on test results and teacher recommendation students are targeted. Some children require minimal help while others may have greater needs.
- b. The annual parent orientation meeting will be held to explain the Title I program. This offers the opportunity for parents to ask questions, to provide input into the program, and meet the Title I staff.
- c. The elementary handbook states all staff is highly qualified and properly certified.

2. Consultation with Parents

- a. Parent conferences are held once a year and at other appropriate times.
- b. Progress of students is sent home each grading period.
- c. Additional communication will be done when necessary by phone or notes.
- d. Parents will be encouraged to visit Title I classrooms to see the program in action. Parents are asked to notify the principal to arrange a classroom visit.

3. Educational Opportunities for Parents

- a. Workshops will be provided for Title I families. Title I parents will be surveyed and asked for input regarding needed workshops.
- b. Newsletters will be sent home with students containing a variety of helpful hints and information for parents.
- c. A parent resource library is available for parents to borrow educational materials. In addition, booklets and pamphlets are given to parents.
- d. The Title I Program will work with other community programs to assist preschool children as they begin school. The school will coordinate activities with its Little Wonders and Partners in Education (PIE) Programs.

4. Evaluation and Assessment of Parent Involvement Program

- a. Parents will be surveyed to assess needs and/or interests for the parent involvement program.
- b. Workshops will be evaluated by those in attendance.
- c. The Parent Advisory Committee will meet at least yearly to provide input, feedback, and evaluation regarding the Title I program and the parent involvement programs and activities.
- d. Parents will be given the opportunity to complete a yearly evaluation/survey.

5. Organization of Parent Involvement

- a. The Title I coordinator, Title I teachers, and the Title I parent coordinator will coordinate, organize, and supervise the parent involvement program.

b. Parent volunteers will be asked to assist at parent involvement programs or in the school.

6. Parent Involvement Training for Title I Staff

- a. An emphasis will be placed on Title I teachers increasing their knowledge and effectiveness in working with parents.
- b. Title I staff will continually attend workshops and share professional literature on parent involvement.

7. Parent Compacts

- a. A copy of the parent compact is in the school handbook.
- b. Both parents and teachers are responsible and accountable for each child’s learning.

VISITING THE SCHOOL/CLASSROOM

Safety of our school children is one of our major concerns. As a result of our concern for the safety of all students, we ask that you follow the procedure below when visiting our schools:

All parents and visitors entering a school **must** first report to the office and sign the visitors’ book.

A “Visitor” pass will be issued and must be worn to indicate to the staff that the person has first gone to the office and gained permission to be in the building.

Upon completion of the visit, the visitor will return the pass to the building office.

Parents wanting to visit and observe his/her child’s classroom are welcome. However, prior arrangements must be made with the building principal for such visits to the classroom.

In order to assist with pedestrian traffic flow and student safety, parents picking up children at the end of the school day are asked to wait in their vehicles or park in the lot and wait outside until school is dismissed.

VISION SCREENINGS

The Illinois Department of Public Health mandates vision screening in Illinois at the following grades/populations: preschool, kindergarten, second, eighth, special education, teacher referrals, and transfer students. If your child falls within the mandated grades/populations, he/she will be screened sometime during the school year. If you have questions or concerns regarding vision screening, please contact the school nurse.

The vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.