

PARENT - STUDENT Handbook

Kindergarten | First Grade

Belle Alexander School
1401 Lake Street / 309-852-2449

Kewanee CUSD 229



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DISCLAIMER:

This handbook is a fluid document that will continue to reflect the most recent Kewanee Community School 229 Board policies. Please visit the District website at www.kcud229.org for updates.

KEWANEE SCHOOLS PHILOSOPHY

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

1. We believe that our primary responsibility is promoting learning for all through teaching that addresses the variety of student needs.
2. We believe that we create the conditions that will enhance an individual's positive self image.
3. We believe that decisions should be based on best knowledge.
4. We believe that by creating a positive, trusting atmosphere the performance of all individuals in the organization will be enhanced.
5. We believe that every individual in our organization is worthwhile and deserving of respect, and should reflect through their behavior respect for themselves and others.
6. We believe that all individuals deserve concern and recognition; to be guided, challenged and motivated in a positive setting.
7. We believe that a parental and community partnership is vital to positive educational experiences.
8. We believe that all individuals can become lifelong learners.
9. We believe that all individuals have a right to work and learn within a safe and caring environment.
10. We believe that all students can learn given sufficient time, appropriate support and relevant, diverse educational experiences.
11. We believe that quality work is a necessity and that it involves being open minded, willing to risk, change and grow.
12. We believe that students should know what they are to learn, be guided in how they are to learn it, and understand its application for their lives.
13. We believe that all individuals can learn to make responsible choices.

From this philosophy of beliefs the following mission and vision statements are derived.

Mission Statement: The mission of the Kewanee Community Schools is to prepare our students to meet the demands of life. (Our desire is to enable all students to achieve and become life-long learners, develop decision-making skills, be able to adapt to an ever-changing world and become innovative, logical and organized thinkers.)

Vision Statement: Kewanee Community Schools will become a leader in the discovery and development of the potential of every individual that we have responsibility for in a community of diverse needs and talents. We will be the standard by which other schools and districts measure their performance. Our hallmark will be the innovation, initiative and teamwork of our people and our ability to anticipate and effectively respond to change and create opportunity.

A MESSAGE FROM THE SUPERINTENDENT OF SCHOOLS

Dear Parents and Students:

School plays an important part in the life of children as they grow to be adults. Children spend as many waking hours at school as they do at home. A quality education can help students prepare to succeed in life, and we will do everything that we can to help them be successful. Of course, they must do their part by:

1. doing their best in school work, and
2. obeying the rules that have been established.

This is why I believe so strongly that students and parents must want an education strongly enough to be willing to make the sacrifice necessary for it to become a reality. A quality education demands hard work, commitment, and motivation to work.

Our schools and teachers will be more successful when students come from homes where parents value education and work cooperatively with our teachers. We will do our best to create an environment where students can succeed and learn. We will not allow a few disruptive students to ruin the learning environment for the rest of us. I wish you the best in the coming school year!

Sincerely,

Dr. Christopher D. Sullens
Superintendent, Kewanee Community Schools

THE BELLE MISSION STATEMENT

To create a safe, nurturing environment that will encourage all students to become life-long learners. We believe:

- All children can learn.
- All children are important and valued.
- All children are unique and have strengths.
- All children need a supportive home life to help them be successful.
- All children should feel safe.
- All children can develop a sense of responsibility.
- All children can learn to respect themselves, respect others and respect property.
- School and home must work together.

Developed and written by the 2003-2004 Belle-Lyle Schools Faculty on May 13, 2003.
Updated August 2017

KINDERGARTEN ENROLLMENT

To enter kindergarten, children must be five years old **on or before** September 1 of the school year. Kindergarten students are required to have an **OFFICIAL BIRTH CERTIFICATE** prior to registration. It must be the health department or court house official birth certificate from the county in which your child was born and not the certificate received at the hospital.

All students who enter kindergarten are required by the State of Illinois to submit documentation of a school physical, up-to-date immunizations, professional eye exam, and dental exam. It is strongly recommended that these are completed prior to starting school in August.

DISCIPLINE

Conscious Discipline was introduced to our district in August 2004. The key to this program is a sense of community and the school family is the core of the program. There are seven basic skills of discipline: composure, encouragement, saying "No" and being heard, building self-esteem and will-power, creating teaching moments, empathy and helping children learn from their mistakes.

DUE PROCESS

All students in the schools have the right to be told what rules they have broken. They also may defend their actions with their principal and teacher.

The school's responsibility: To provide a safe and orderly environment.

The student's responsibility: To obey rules and avoid conflicts.

The parent's responsibility: To support the enforcement of the rules.

WHERE SCHOOL RULES APPLY

School rules and disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during or after school hours or at any 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 conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

BULLIES

Every school has bullies. Bullies generally suffer from a lack of consideration of other people and tend to be self-centered. In order to be bullying, bullying behavior happens more than once or has the potential to happen more than once (stopbullying.gov). Our schools do not tolerate bullies. How should you deal with bullies? If another student begins to bully you or others. . .

1. Remind the bully that we do not tolerate bullying.
2. Tell the bully to stop bullying immediately.
3. Report the student to a teacher or principal.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related

identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has

information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

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

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

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

GANG ACTIVITY DISCIPLINE

Under no circumstances will gang symbols, clothing or other identifying paraphernalia be permitted in the school. School administrators reserve the right to prohibit the display of any identifying symbols of any organization at school related functions if these symbols are substantially disruptive to the educational process. These restrictions apply to both male and female students.

SMOKING AND USING TOBACCO ON SCHOOL PROPERTY

The Board of Education prohibits smoking and using tobacco on school property. Tobacco shall mean cigarette, cigar, pipe or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. Lighters and matches are not allowed at school.

DISCIPLINARY MEASURES

The following list is somewhat progressive in nature. Consequences generally become more severe when students repeat actions that are against the rules. However, if a student breaks a rule that is more severe in nature, the teacher and principal will implement a more severe consequence immediately.

1. Personal counseling.
2. Withholding of privileges.
3. Seizure of items banned from school.
4. Suspension of bus riding privileges, provided that appropriate procedures are followed.
5. Notification of police and/or juvenile authorities whenever the conduct involves breaking the law, illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
6. Notification of parent(s)/guardian(s).
7. Removal from classroom.
8. Alternative education placement for disciplinary purposes for a period not to exceed 10 school days. The building principal or designee shall ensure that the student is properly supervised.
9. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds or taking part in extra-curricular activities.
10. Detention or Saturday school, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.
11. Transfer to an alternative learning program for a period exceeding 10 school days. Parents will be consulted in this decision. The final decision concerning placement will be that of the faculty and administration.

12. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

A student biting will be considered as an assault on another person. If the child breaks the skin of another person during the act, the parent will be responsible for blood tests for both persons.

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

ATTENDANCE

It has been shown that a student's success in school and later in life is reflected in his or her attendance. By enabling each individual in the Kewanee Schools to be the best they can be, the Board of Education and administration have set down an attendance policy which fosters the success of each individual in preparation for their future goals and plans. Herewith, the following attendance policy will be followed:

Excused Absences

1. Under the School Code of Illinois 26-2A, only the following are considered excused absences:
 - a. Personal illness (including mental or behavioral health of the student);
 - b. Death in the immediate family;
 - c. family emergency;
 - d. Observance of a recognized religious holiday or event;
 - e. situations beyond the control of the student;
 - f. circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety;
 - g. attending a military honors funeral to sound TAPS; or
 - h. Reasons approved by the school administrator. Other absences from school are considered unexcused. The school principal has the right to determine what constitutes an excused absence. The school may require documentation explaining the reason for the student's absence.
2. Parents are asked to minimize doctor appointments during class hours unless there is an emergency.
3. Upon returning after the second mental health day is used (mental or behavioral health), the student will be referred to the appropriate school support personnel (i.e., counselor, social worker, school nurse, etc).
4. All student absences must be reported by parent or legal guardian to the office by phone. If no communication has been made by the parent, the student must report to the office on the day following an absence with a written note from parents/ guardians and/or doctor's statement for an admit. Students will be considered truant unless the absence is cleared through the office within 24 hours upon the student's return to classes regardless of circumstances. Excessive absences will be referred to the principal by the teacher for review and parental contact.
5. Students who become ill during the school day are to get a pass from their classroom teacher and report to the office. The office will keep a log of all students who report for attention. Repeated trips to the office for illness may lead to parent conferences.
6. If a student needs to leave early or arrives late to school, the student must report to the office, present a note from the parents, and sign in or out and secure a pass.

Absences Related to an Active Duty Parent/Guardian

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

Pre-Excused Absence Policy

1. Occasionally an unusual family circumstance arises that may necessitate a student's absence from school.
2. Each of these absences must be pre-approved by the administration. Students must file a planned absence form with the school office at least one week before the anticipated absence. Students will be given the opportunity to make up tests and homework. Credit for laboratory or class discussion during planned absences may be lost. Students must make arrangements with each teacher regarding missed work.
3. Planned absences must be pre-approved by the administration. Failure to do so may result in an unexcused absence.

5-Day Absence Policy

After FIVE days of absence from school for the semester, a doctor's excuse will be required for each absence thereafter. Failure to return to school with a written excuse from a doctor or nurse will result in an unexcused absence; each unexcused absence will be considered truant. After two unexcused absences, we are required to refer the child to the Regional Office of Education Truancy Officer. The student can use up to five additional days per year for mental health (mental or behavioral health).

A student must be in attendance for the entire school day to participate in a District extracurricular activity. Emergency situations shall be given due consideration.

TARDINESS

Tardiness to class will be enforced by the teacher of the class. If it becomes habitual the student shall be referred to the office. Repeated offenses may result in a notification to parents that the student will serve an in-school/activity suspension. **Please send a written explanation with your child when he/she is tardy.**

School hours:

Belle Alexander	8:00 a.m. to 2:30 p.m.
KHS	8:00 a.m. to 2:32 p.m.
Irving	8:00 a.m. to 2:40 p.m.
Central Grades 4-6	8:10 a.m. to 2:45 p.m.
Central Junior High	8:15 a.m. to 2:50 p.m.
Lyle	7:30 a.m. to 10:30 and 11:30 a.m. to 2:30 p.m.

Students will be considered tardy if they arrive 10 minutes or later than the building start time.

Students should not come to school before 7:30 a.m. except as follows:

1. When earlier arrival is made necessary because of bus schedules.
2. When pupils are requested to come earlier for participation in school activities.
3. When the parents or guardian has applied for and been granted an exception by the principal.

No students shall be permitted to leave the school at recess or at any other time before the regular closing hour, except as follows:

1. When a pass has been issued by the school office at the request of the parent or guardian.
2. When pursuing an approved schedule of school activities which requires the pupil to leave the school (example: field trips). Students shall be instructed to go home, or elsewhere as directed by the parent or guardian, immediately following the close of the school day unless attending a regularly organized program of instruction, recreation or school activities which follow the dismissal of school. Pupils shall be required to remain on the school grounds while waiting for the school bus following dismissal.

All communication regarding attendance needs to be brought to the attention of the office. Please send confirming notes when your child will not be in attendance or needs to leave early.

BODY SAFETY

Your child will be participating in the Children's Personal Body Safety Program (Erin's Law). This program will provide your child with age-appropriate information about personal body safety. This presentation will introduce the curriculum, NO, GO, Tell. Freedom House Prevention educators will be the presenters. If you have specific questions or concerns about the presentation, please contact your child's school at (309) 852-2449.

BREAKFAST AND LUNCH PROGRAMS

Belle Alexander offers a daily school breakfast and lunch program for all students. A monthly menu will be made available on the school's website at kcud229.org. Parents may prepay for their child's meals. Students will receive a personalized account to use for meals. Some families find it difficult to pay for their child's meals at school. In order to ensure that all children receive a nutritional meal, Kewanee Schools offer a free-reduced price program. Applications for this program must be completed by the parent and forwarded to the Food Service Office at Kewanee High School.

Breakfast and hot lunches are prepared each full day. Please prepay meals and recess milk at annual registration in August or to the child's teacher or the school office during the school year. Please note all payments made during the year to the Food Service Account are credited to your family account for all your children attending Kewanee CUSD #229 schools.

Students are expected to display appropriate table manners and respectful behavior with others and to follow lunchroom procedures. Everyone needs to clean up his or her own area.

HOME LUNCHES

Students are permitted to bring a home lunch. We recommend that home lunches include items that your child can open independently and that have nutritional value. Food sharing is not allowed.

SCHOOL WELLNESS

The Board of Education has established a District School Wellness policy to establish goals and guidelines for school wellness, nutrition, physical activity, and unused food sharing. For more information, contact the Superintendent's office.

CLASSROOM TREATS/DROPPING OFF SUPPLIES

For students' birthdays and other occasions, we ask that families provide only store bought treats. If you are dropping off supplies for your child, please drop the items off in the office and we will make sure your child receives them. If you need to see your child, we can call them to the office for you.

TEACHING STYLES

Teachers teach using differing styles of teaching just like parents parent differently and students learn differently. No two teachers are exactly alike. Part of the characteristic of American education is the variety of styles that children can experience over the course of their education. This should be viewed as a strength rather than a weakness.

RETENTION

Students may be retained if, in the judgment of the teacher(s) and the administration, they have not learned the skills needed to progress to the next grade level and it is thought that another year in the same grade would enable the skills to be learned. Retention is more common at the lower grades and is not to be thought of as failure. . . merely as an opportunity to succeed. The parents of all students being considered for retention will be notified of this possibility by the end of the third quarter.

At the elementary level, 45 or more days of absences per year may be cause for retention. For this purpose, "absences" includes all absences, whether or not excused, (except absences explained as necessary in a doctor's statement) and all periods of suspension out of school. Loss of credit or retention may be reviewed by the Board of Education upon recommendation of the Superintendent. Students who must attend summer school may have the decision to repeat a grade delayed to see if performance in summer school has improved.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held twice a year. The first conference is in the fall, shortly after the end of the first grading period. The second conference is in the spring. These conferences are held in an effort to keep the parents aware of their child's progress and activities. You are encouraged to take advantage of the opportunity to meet with the teachers. Attending a parent-teacher conference is a great way to show your child you care. When you show strong interest in your child's school life, he or she is likely to have a positive attitude, feel proud and enjoy school more. Please check the school calendar for the conference dates.

HOMEWORK

Homework may be required of students at many grade levels on a daily basis. Homework can help a student develop the habit of independent study, give practice in basic skills, and help learn the need for budgeting time. It is not given for the sake of keeping the student busy. All students in kindergarten and first grade will use homework folders which will be sent home daily with each student. Please check your child's homework folder each night.

SUGGESTIONS FOR STUDY

Good study skills can help students become more efficient and, therefore, successful. These techniques for learning become routine when regularly practiced. Have a quiet place to do your homework where there is a well-lighted desk or table and a comfortable, straight chair. The kitchen or dining room table is just fine! Please read to or with your child each day for at least 15 minutes.

MATH PROGRAM

Curriculum in mathematics is marked by in-depth focus on fewer topics. It integrates the Illinois Learning Standards, rigorous classroom reasoning, extended classroom time devoted to practice and reflection through extensive problem sets, and high expectations for mastery. If your child is assigned work to complete at home, please encourage them to do these math problems as independently as possible.

TITLE I Program Kewanee CUSD #229 Kindergarten - Grade 8

Title I Goal: The goal of Title I is to achieve high achievement from all students and to help students reach grade level in their language arts in Kindergarten through grade 6. The students meet with the Title I funded teacher in small groups according to their learning needs and/or in classroom groups during language arts instruction. Students are also encouraged to read at home for a minimum of thirty minutes a day or be read to for at least fifteen minutes a day.

Title I Procedures:

- All parents, grandparents or guardians of students participating in the district's school-wide Title I program will receive a Title I informational newsletter. Parents, grandparents or guardians of students who receive small group, specific assistance will be informed with a letter. In the spring, the board of education will be given a report on the upcoming year's Title I plans.
- All parents, grandparents or guardians will receive a Parent/Teacher/Student Compact at the August district student registration.
- All parents, grandparents or guardians will be given up-to-date information about their child's progress in the form of quarterly report cards, phone calls as needed, parent/teacher conferences, school report cards and test results.
- Two parents from each school are asked to participate in the School Parent Advisory Board that will meet at 7 PM the Thursday evening of parent-teacher conferences at Belle Alexander Early Childhood Center to help discuss the Title I program and school improvement plans.

5/16/2022

PHYSICAL EDUCATION

Due to a federal regulation, all the physical education classes are co-ed. Physical education begins at kindergarten and continues through eighth grade. Students in grades kindergarten through 3rd grade will have physical education four times a week. Physical conditioning of each student is stressed in physical education along with cleanliness, safety and having an enjoyable time. Incorporation of a wide range of interests along with activities that will carry over in future years is the basis of the physical education program. Please be sure your child has gym shoes as well as shoes for outdoor use on the playground.

EXEMPTION FROM PHYSICAL EDUCATION

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

SPECIAL EDUCATION

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Special Education services are provided through the Henry-Stark County Special Education Cooperative and are made available on a specific need basis. If you suspect your child may have a special education need, you may request that a referral be made for the necessary services. School personnel may also initiate such requests. See your building principal for further details.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are

required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Dr. Brown at Irving School.

COMPUTER EDUCATION

The Kewanee Schools provide a computer literacy program for students in grades K-8. The curriculum is designed to prepare students for the technological and social impact computers are having upon their lives. The curriculum involves instruction on the classroom computers.

LIBRARIES

The school libraries are available to all students. Students are responsible for material they check out. Students are subject to a fine when they have overdue material(s).

VISITING THE SCHOOL

We welcome parent visits to Belle Alexander when classroom activities permit. All visitors must check in and out through the office. This is for the protection of the students and staff and to avoid disruptions to the educational environment. Please make prior arrangements with the teacher and/or the principal. Due to student privacy and safety concerns, classroom observations are not allowed. On occasion, conferences will be called by a staff member or requested by the parent when it is necessary to discuss concerns of the child. Students and teachers should immediately direct visitors, strangers, and vendors who enter the school building to the main office. When visits are allowable, we ask that you follow these guidelines:

1. Parents must give the teachers prior notice of the visit/office.
2. Limit the time of the visit to one hour or less.
3. Arrange a babysitter for your other children
4. Wear a badge provided by the office indicating you are a visitor.
5. Sign in and out on a form located in the office.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's educational records. These rights

transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR & 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3386 (voice). Individuals who use TDD may call the Federal Relay Service at 1-800-877-8339. Or you may contact the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5929

INSPECTION OF LEARNING MATERIALS

Parents are invited to review and ask questions of any learning materials used in our schools.

CLOTHING

It is recommended that both girls and boys use good taste in presenting a neat and clean appearance. Parents are encouraged to see that their child is properly dressed before he or she leaves for school. Dress and grooming must meet standards that do not present health or safety hazards, interfere with maintenance of a positive teacher/learning climate, or substantially disrupt the educational process. Clothes should be worn as they are intended - example: straps on overalls should be fastened appropriately and shoes should be tied. Shoes must be worn at all times. **Flip-flops are not allowed.**

Clothing that is tight or short so as to cause distraction to others is not considered appropriate dress.

Bare midriff outfits, slashed clothing, spandex clothing; halter-tops and see through tops cannot be worn in school. T-shirts, patches, or buttons that are considered obscene, suggestive, or have double meanings and disrupt the educational process are not permitted. Clothing styles or make-up that appear so extreme as to cause disruption in the classroom are not acceptable. Hats are not to be worn in school buildings. No coats are allowed in the classrooms. Student attire which advertises or portrays any tobacco product alcoholic beverage product, or other controlled substance, is prohibited along with any attire which is considered sexual or inappropriate for school and sufficiently interferes with the educational process. Students in any grade may wear shorts as long as they do not disrupt the educational setting.

Students wearing clothing that is not allowed must change into alternate attire or, in the case of a shirt, turn the shirt inside-out.

STUDENT APPEARANCE

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

INCLEMENT WEATHER

In the case of early dismissal due to dangerous weather conditions, announcements will be made on local radio stations. Individual homes will not be called unless you sign up for the K-12 Alert System (A link for this can be found on the district website). Parents who will not be home must make arrangements for the child(ren) to get into the house or go to their scheduled sitter. An announcement will be made on these radio stations and television channels: WKEI 1450 AM, WJRE 102.5 FM and TV Channels 6 and 8

Students will be allowed to be in the buildings, rather than outside, when the wind chill factor is 20 degrees Fahrenheit or lower.

MEDICINE

1. Parents have the primary responsibility for the administration of medication to their children. The School Board recognizes that when parents cannot administer such medication during the school day, or when it is medically necessary to address the health needs of students during normal school hours, school personnel will address such problems.

The School Board further recognizes that it has a duty to treat student medical emergencies which occur during the school day or during school-sponsored activities. The School Board hereby states its intention to comply with the laws of Illinois concerning the administration of student medication and treatment of student medical emergencies.

2. Any family which sends medications to school assumes complete legal responsibility for the medication sent to school. Necessary medications must be brought to the school office in the original container appropriately labeled by the physician or pharmacy. Forms must also be signed by the family and physician.
3. The school district retains the right to reject requests for storage of medications in the Office of the Principal or in the Office of the Nurse. Necessary medications shall be kept in a locked cabinet.
4. Parents should encourage the physician to prescribe the dosage of all necessary medication to occur before or after school hours.
5. Guidelines for necessary consumption of medication at school:

- a. The parent(s) must instruct the student concerning the dosage of medication and know that it is the parent's responsibility to see that the medication is taken.
- b. A record of the prescription shall be made and filed in the student's health folder.
- c. No prescription or non-prescription medications other than that which is authorized by the physician and parent is allowed in any of the schools.
- d. A physician's permit must be obtained in case of any contagious disease, pneumonia or following surgery or serious injury.

ILLNESS

We are concerned about the health of all of our students. If your child is sick, keep him or her home; otherwise, your child will be expected to participate in all activities. Never send a child to school who has a fever in the morning. It is important that a child stay at home until they are fever free for 24 hours without the use of medicine. Remember, sending your sick child to school only spreads the "bug" to others. If a situation arises during the school day when a child becomes ill, or is sent to school sick, he/she will be sent home after parents have been notified and proper arrangements have been made to pick up your child. Again, we have the responsibility of providing a healthy learning environment and if a student endangers this environment, we have an obligation to send that child home.

After FIVE days of absence from school for the semester, a doctor's or school nurse's excuse will be required for each absence thereafter. Failure to return to school with a written excuse from the doctor or nurse will result in an unexcused absence; each unexcused absence will be considered truant.

LOST AND FOUND

A lost and found box will be located in the building. Anyone missing personal items should check this box. At the end of the school year, items not claimed will be given to an organization which benefits people in need.

TEXTBOOKS

Students are responsible for the textbooks issued to them. The textbooks should be returned to the school in the same condition in which they were issued. If a student damages or loses a textbook, he/she will be held responsible for the replacement or rebinding cost of the book.

BICYCLES

Students who ride bicycles to school are expected to follow all rules applying to safety on the way to and from school. Bicycles are to be parked in the racks provided and locked. Do not loan your bicycle to anyone. Do not loiter around the bicycle racks. Bicycles are to be walked on and off school grounds. Students may not ride double on bicycles. Students who do not obey bicycle rules may not be allowed to bring bicycles to school.

SKATEBOARDS, ROLLER BLADES, AND SCOOTERS

The use of skateboards, roller blades and scooters on school property is prohibited.

TOYS

Children are **NOT TO** bring to school play guns, knives or any other toy that resembles a weapon.

FIRE, DISASTER, AND LAW-ENFORCEMENT DRILLS

Fire, disaster, and law-enforcement lockdown drills are conducted regularly in an effort to acquaint

teachers and students with the necessary actions required to provide maximum safety for all students. Also, they are guided through drills and assigned specific areas of safety where they are to go when a fire/disaster/law enforcement signal is given. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

SCHOOL LOCKERS

Student lockers, student cubbies and student desks are the property of the school and must be used for the purpose intended. . . a storage place for books, supplies and outdoor garments or gym clothing. If school personnel suspect that a student may have placed an illegal or dangerous item in a school locker, the locker may be searched with or without the student's knowledge or consent. Students should not keep anything in their locker which they would not wish persons in authority to find. Students may not open another student's locker without permission. If your locker will not open, get help. Do not kick or pound on the locker.

RELEASE OF STUDENTS

Definite procedures are followed to assure the safety of children who are released during the day.

- A written parental permission should be sent to the teacher stating the requested time of release.

PLEASE NOTE: IF ANY PERSON OTHER THAN THE PARENT OR GUARDIAN IS TO PICK UP THE CHILD, THE SCHOOL MUST HAVE A STATEMENT FROM THE PARENT SPECIFYING THE NECESSARY INFORMATION.

- If a student needs to be dismissed early for medical or emergency reasons, the parent or guardian must come to the office and sign out the child. All children must be signed out in the office. Children will remain with the teacher until notified by the office personnel.

PERMISSION TO GO HOME WITH ANOTHER STUDENT

Children who wish to go from school to another student's home must bring a note giving permission from parents of both children. Notify the office in advance with your written permission. Please remind your children they will not be allowed to call home at the last minute to make after-school arrangements.

BUS TRANSPORTATION

For most issues dealing with busing, including schedules, contact the transportation director at Kewanee High School (853-3328). For discipline issues, parents should contact the transportation director at the high school.

Bus transportation will be provided for all students that qualify by state law. State law allows bus transportation only for students living more than 1-1/2 miles from school, unless there is a dangerous crossing.

Every precaution is taken to see that the child arrives at his/her destination safely. Anything that happens on the bus to divert the driver's attention from his/her job endangers the safety of the riders and is not acceptable behavior. It is, therefore, essential that the student conduct himself/herself in a respectable manner at all times.

If students who usually ride the bus are NOT to ride the bus home at the end of the day, we must have a note or receive a phone call from the parent or guardian. Without a note or phone call, the student will ride the bus.

All students who attend field trips must travel to and from the trip by school approved transportation. A written waiver of this rule may be issued by the school upon advance request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. The parent/guardian must sign the waiver. Oral permissions are not valid.

INSTRUCTIONS FOR SCHOOL BUS RIDER

1. Jurisdiction
 - a. School bus riders, while in transit, are under the jurisdiction of the school bus driver. All school rules apply.
2. Boarding the Bus
 - a. Be on time at the designated bus stop - help keep the bus on schedule.
 - b. Be careful approaching the place where the bus stops.
 - c. Do not move forward until the bus has been brought to a complete stop.
3. Seating Arrangements
 - a. All students may be assigned seats for bus routes.
4. Behavior
 - a. Be courteous to fellow pupils and the bus driver and help look after the safety and comfort of smaller children.
 - b. Stay seated in the bus. Do not change seats.
 - c. Keep windows closed unless the driver gives permission to open them.
 - d. Keep books, packages, coats and all other objects out of the aisles and do not leave such articles on the bus.
 - e. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
 - f. Treat bus equipment as you would valuable furniture in your own home.
 - g. Never tamper with the bus or any of its equipment.
 - h. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
 - i. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in an accident. No electronic devices are allowed.
 - j. Be absolutely quiet when approaching a railroad crossing stop.
 - k. No animals are allowed on the bus.
 - l. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
5. Leaving the Bus
 - a. Do not ask the driver to stop at places other than the regular bus stops; he/she is not permitted to do this except by proper authorization from a school official.
 - b. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.

BUS DISCIPLINE PROCEDURES

- 1st Offense The bus driver will warn students whenever they fail to comply with the rules.
- 2nd Offense The bus driver will turn in a written misconduct report to the principal. Parents will be notified.
- 3rd Offense The bus driver will turn in a written misconduct report to the principal. Parents will be notified. Disciplinary action will be taken.
- 4th Offense Further disciplinary action will be taken.

Serious misbehavior may result in the student losing his/her riding privilege or suspension regardless of the number of offenses.

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

CONFLICT RESOLUTION PROCEDURE

Many times, parents have concerns about how things are handled in school. The following procedures should be used to ensure that concerns are handled promptly and directly.

- Step 1: Talk to the teacher or teachers directly involved with the concern. Most matters can be resolved with a parent/teacher discussion.
- Step 2: If a parent and teacher cannot resolve the concern, speak with the building principal.
- Step 3: In the event the problem is still not resolved, contact the superintendent.
- Step 4: Matters that cannot be resolved in the first three steps are usually matters that involve school policy. School policy is set by the Board of Education. It is at this time that the matter should be brought to the attention of the Board for review.

CHARACTER DEVELOPMENT PROGRAM

The following character traits have been adopted by the Board of Education as character traits that we wish to see developed in our students either through **teaching, individual/group counseling, and/or discipline situations.**

honesty	integrity
responsibility	diligence
compassion	respect for others
enthusiasm	fairness
forgiveness	hard work
self-control	respect for property

ACCIDENTS AND INJURIES AT SCHOOL

First aid is given for minor injuries. In case of more serious injuries, parents are notified. If we cannot reach the parent or local friend listed on the emergency card, we will contact the rescue squad and the doctor that is listed on the emergency card. Please make sure that your emergency card is updated.

Frequently, when students experience accidents and injuries at school, parents feel that the school is somehow responsible to pay all bills related to treat the injury. This is not the case. Illinois law is clear that neither the school nor the school district is responsible for payment for the treatment of injuries.

Parents are strongly urged to have health and hospitalization or accident insurance.

SAFETY BETWEEN HOME AND SCHOOL

For security's sake we wish that we could give bus service to every student in the school district. However, Illinois law not only doesn't reimburse us for students that live closer than 1.5 miles from school; it also takes money from us as a penalty for transporting students who live closer than 1.5 miles from school. Parents whose children are experiencing bullying or threats between home and school should call the principal for advice on how to deal with the problem. Share the advice below with your child on dealing with strangers.

1. Children should refuse to obey strangers.
2. Try to remember what the person and car look like.
3. Get the license number of the car.
4. Go to the nearest home for help.
5. Have the resident of the home call police.
6. Notify school authorities.

PPRA MODEL NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Kewanee CUSD #229 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
7. Religious practices, affiliations or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of

developing, evaluating or providing educational products or services for, or to, students or educational institutions.

PEST CONTROL

Our schools are treated on a monthly basis for pests. This is done when children are not in the building. Parents may obtain a schedule of applications from the district office.

ASBESTOS

An asbestos management plan for all of Kewanee Community Schools is on file in the office of the Superintendent, located at 1001 N. Main Street in Kewanee. Also, a plan is on file in each school building. The public is welcome to review this plan at any time without restriction.

Asbestos abatement was performed in Franklin, Irving, Belle Alexander and Kewanee High schools during the spring and summer of 1989 and 1990. The schools follow strict guidelines of periodic inspections and meet all requirements of the Illinois Department of Public Health.

PROCEDURE FOR THE WAIVER OF SCHOOL FEES

Students may qualify for the waiver of school fees. If you feel your child qualifies, you may wish to obtain an application from your child's principal.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. Further, the District may not enter into agreements with any entity or any individual that discriminates against students on the basis of sex. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

SEX EQUITY

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage or be denied equal access to educational and extracurricular programs and activities. Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

SEX OFFENDER INFORMATION

Public Act 94-004 requires public schools to notify parents that information regarding sex offenders is available to the public. Parents may access this information at: www.isp.state.il.us/

VISION SCREENINGS

The vision screening given by the school nurse 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 twelve months. Public Act 93-0504.

EMPLOYEE CODE OF PROFESSIONAL CONDUCT

The Board of Education has established an employee code of professional conduct. Any parent/guardian wishing to review this policy can visit the school's website at kcud229.org.

THE PARENTS RIGHT TO KNOW QUALIFICATIONS OF EDUCATORS SCHOOL DISTRICT INFORMATION LETTER

Dear Parent:

This is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

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

You will receive a response to your request for information by state law.

Sincerely,

Dr. Christopher D. Sullens
Superintendent, Kewanee Community Schools

"All teachers have met state qualifications and licensing criteria for grade levels and subject areas they teach unless you are notified otherwise. All teachers' baccalaureate degree majors and other graduate certifications are on record in the main office.

All regular classroom teacher aides hired after January 2002 have 60 hours of college credit. All teacher aides hired previous to this date with less than 60 hours of college credit are required to take a state approved proficiency test by 2005."

INTERNET USE POLICY for Kewanee Community Unit School District #229

Introduction

Kewanee Community Unit School District 229 provides its users with Internet access and electronic communications services as required for the performance and fulfillment of school-related responsibilities.

Users must understand that this access is for the purpose of increasing productivity and not for nonbusiness activities. Users must also understand that any connection to the Internet offers an opportunity for nonauthorized users to view or access information. Therefore, it is important that all connections be secured, controlled and monitored.

To this end, users in Kewanee Community Unit School District 229 should have no expectation of privacy while using district-owned or district-leased equipment. Information passing through or stored on district equipment can and will be monitored. Users should also understand that Kewanee Community Unit School District 229 maintains the right to monitor and review internet and e-mail communications sent or received by users as necessary.

Permitted Use

The Internet connection and e-mail system of Kewanee Community Unit School District 229 is primarily for school use. Occasional and reasonable personal use is permitted, provided that this does not interfere with the performance of work duties and responsibilities.

Users may use Kewanee Community Unit School District 229 Internet services for personal improvement, outside of scheduled hours, provided that such use is consistent with professional conduct and is not for personal financial gain.

Users may send and receive e-mail attachments that do not exceed 2 MB in size, provided that all attachments are scanned before they are opened by Kewanee Community Unit District 229's chosen antivirus software.

Users may send and receive short text messages with no enclosures for non school purposes. Kewanee Community School District 229 requests that the personal e-mail not be read in class and that any personal e-mail you receive be forwarded to a nonschool account to be viewed at your leisure.

Prohibited Use

Users shall not use Kewanee Community Unit School District 229 Internet or e-mail services to view, download, save, receive, or send material related to or including:

1. Offensive content of any kind, including pornographic material.
2. Promoting discrimination on the basis of race, gender, national origin, age, marital status sexual orientation, religion, or disability.
3. Threatening or violent behavior.
4. Illegal activities.
5. Commercial messages.
6. Messages of a religious, political, or racial nature.
7. Gambling
8. Sports, entertainment, and job information and/or sites.
9. Personal financial gain.
10. Forwarding e-mail chain letters.
11. Spamming e-mail accounts from Kewanee Community Unit School District 229 e-mail services or

district machines.

12. Material protected under copyright laws.
13. Sending school-sensitive information by e-mail over the Internet.
14. Dispersing district data to Kewanee Community Unit School District 229 customers or clients without authorization.
15. Opening files received from the Internet without performing a virus scan.
16. Tampering with the district's handle in order to misrepresent yourself and the district to others.

Responsibilities

17. Honoring acceptable use policies of networks accessed through Kewanee Community Unit District 229's Internet and email services.
18. Abiding by existing federal, state, and local telecommunications and networking laws and regulations.
19. Following copyright laws regarding protected commercial software or intellectual property.
20. Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of Kewanee Community Unit School District 229's network resources.
21. Not overloading networks with excessive data or wasting Kewanee Community Unit School District 229's other technical resources.

Violations

Violations will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above use regulations, that user will receive a reprimand and his or her future use will be closely monitored. If a gross regulation has occurred, District management will take immediate action. Such action may result in losing Internet and/or e-mail privileges, severe reprimand, or in the worst case, criminal legal action.

MEDIA

Only parents who do not wish for their children's names or photographs to appear in print, video or audio media should complete this opt-out form and submit to the school. Below are descriptions of some of the media formats in which children might appear. Please read each description and sign below each type of media coverage from which you wish to EXCLUDE your child.

Class Pictures: Students will be photographed as a group and pictures will be sold to families at the school.

My child, _____, may not participate in class pictures.
Signature: _____ Date: _____

Newsletters/Video Presentations: Students are periodically photographed during school hours and pictures may be used in school newsletters and video presentations:

My child, _____, may not participate in newsletters or video presentations.
Signature: _____ Date: _____

Student Writing and Art Opportunities: Several local and national publications offer opportunities for children to have their writing published or to be entered in writing competitions. We believe that children's writing skills are improved significantly when they have the occasion to write for real contexts and to have their work published. With this in mind, we will encourage children to submit writing to publications and contests. Having their work published is wonderful for children's self-esteem and for sparking their interests in writing. Additionally, we will encourage children to submit artwork to publication contests and shows.

My child, _____, may not participate in writing or art contests or shows and may not submit work for publication outside the school.
Signature: _____ Date: _____

Promotional Materials: These materials produced by the school to promote its programs and services. Some examples include brochures, Web site, recruitment materials, press releases and advertisements.

My child, _____, may not appear in school promotional materials.
Signature: _____ Date: _____

RIGHTS OF HOMELESS STUDENTS

The school district shall provide an educational environment that treats all students with dignity and respect.

Every

homeless student shall have equal access to the same free and appropriate educational opportunities as students

who are not homeless. This commitment to the educational rights of homeless children, youth, and youth not living

with a parent or guardian, applies to all services, programs, and activities provided or made available.

A student is considered **"homeless"** if he or she is presently living:

- in a shelter * sharing housing with relatives or others due to lack of housing
- in a motel/hotel, camping ground, or similar situation due to lack of alternative, adequate housing
- at a train or bus station, park, or in a car * in an abandoned building
- temporarily housed while awaiting DCFS foster care placement

All Homeless Students Have Rights To:

• **Immediate school enrollment.** A school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship, or proof of residency.

• **Enroll in:**

*the school he/she attended when permanently housed (school of origin)

*the school in which he/she was last enrolled (school of origin)

*any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.

• **Remain** enrolled in his/her selected school for as long as he/she remains homeless or, if the student becomes permanently housed, until the end of the academic year.

• **Priority** in certain preschool programs.

• **Participate** in a tutorial-instructional support program, school-related activities, and/or receive other support services.

• **Obtain** information regarding how to get fee waivers, free uniforms, and low-cost or free medical referrals.

• **Transportation services:** A homeless student attending his/her school of origin has a right to transportation to go to and from the school of origin as long as (s)he is homeless or, if the student becomes permanently housed, until the end of the academic year.

Dispute Resolution: If you disagree with school officials about enrollment, transportation or fair treatment of a homeless child

or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly.

The school district must refer you to free and low cost legal services to help you, if you wish. During the dispute, the student

must be immediately enrolled in the school and provided transportation until the matter is resolved. Every Illinois Public School has a Homeless Education Program Liaison who will assist you in making enrollment and placement decisions, providing notice of any appeal process, and filling out dispute forms.

If you have questions about enrollment in school, or want more information about the rights of homeless students in Illinois

Public Schools, call the appropriate Regional Homeless Education Liaison from the listing below or call the Illinois State Board of Education at (1-800) 215-6379.

Area 1 815/740-8360 Cook (outside of the City of Chicago), DuPage, Grundy, Kane, Kendall, Lake, McHenry and Will counties;

Area 2 815/652-2054 Boone, Bureau, Carroll, De Kalb, Henry, Jo Daviess, LaSalle, Lee, Marshall, Ogle, Putnam, Rock Island, Stark, Stephenson, Whiteside, Winnebago and Woodford counties;

Area 3 309/837-4821 Adams, Brown, Cass, Fulton, Hancock, Henderson, Knox, Logan, Mason, McDonough, Menard, Mercer, Morgan, Peoria, Pike, Sangamon, Schuyler, Scott, Tazewell and Warren counties;

Area 4 815/937-2950 Champaign, Clark, Coles, Cumberland, DeWitt, Douglas, Edgar, Ford, Iroquois, Kankakee, Livingston, Macon, McLean, Moultrie, Piatt, Shelby and Vermilion counties;

Area 5 618/283-1673 Bond, Calhoun, Christian, Clinton, Effingham, Fayette, Greene, Jersey, Macoupin, Madison, Marion, Monroe, Montgomery, Randolph, St. Clair and Washington counties;

Area 6 618/998-9226 Alexander, Clay, Crawford, Edwards, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jasper, Jefferson, Johnson, Lawrence, Massac, Perry, Pope, Pulaski, Richland, Saline, Union,

Student Support Services

KCUD #229 School Student Support Services Vision Statement

The diverse students in Kewanee CUSD #229 are high-achieving and innovative academic and social learners. Students graduate from our district college and career ready, fully equipped to not only meet challenges and opportunities presented in their future, but to continue discovering and developing individually. Having been supported by the comprehensive school student support services program, students will recognize the importance of teamwork between school, family, and community to create positive change.

KCUD#229 School Student Support Services Mission Statement

The mission of the Kewanee CUSD #229 student support services program is to provide proactive, comprehensive, and developing appropriate assistance to all students. A collaborative effort among teachers, stakeholders, parents/guardians, and the community will help to remove barriers so that every student has the opportunity for a successful future. Our mission is to nurture our student's ability to achieve their academic, personal/social, and future career goals and become lifelong learners.

Student support personnel will work with **ALL** students to meet the goals set out in the mission and vision statements as per **Illinois School Code HB3709**. This can be accomplished through:

- Academic Counseling
- College and Career Counseling
- Social/Emotional Counseling
- Classroom Guidance Curriculum
- Individual and Small Group Supportive Counseling
- Screeners/Assessments
- MTSS Tiers of Support Interventions

Lunch Visits

A child's family member is allowed to come to the school to join their child for lunch. Coming for lunch can be a positive thing for them and the child however, we encourage parents not to make it a habit so the child can have that social time with their classmates. A parent can bring outside food and eat at a designated location (not in the cafeteria) during their child's lunch time once per month, unless otherwise approved by the Principal.

BELLE ALEXANDER SCHOOL KEWANEE CUSD #229

SCHOOL-PARENT COMPACT

From the Parental Involvement: Title I, Part A Non-Regulatory Guidance (April 23, 2004)

Belle Alexander School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the school year. Provisions bolded in this section are required to be in the Title I, Part A school-parent compact.

School Responsibilities

Belle Alexander School will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
 - Belle Alexander School will provide high quality curriculum and instruction by using the Common Core State Standards and research-based materials that will be taught to students by highly qualified teachers in a supportive and effective learning environment.
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:
 - Belle Alexander School will hold an orientation open house before school begins each year.
 - Belle Alexander School will hold Parent-Teacher Conferences at the end of the first and third quarter of each school year.
3. **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:
 - Parents will receive benchmark report cards four times a year.
 - Parents will be invited to a Building Based Team meeting if their child is falling below the benchmarks. These meetings are held the 1st and 3rd Wednesday of the month.
4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:
 - Teachers are usually available daily from 7:45-8:00 AM and 2:45-3:30 PM. When needed conferences can be scheduled at a mutually agreed upon time.
5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows:
 - Parents are offered the opportunity to become part of the school volunteer program after they have been fingerprinted, gone through a criminal background check and are approved by the board.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Making sure that homework is completed.
- Monitoring amount of television children watch.
- Volunteering in child's classroom as appropriate.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school.

School

Date

Parent

Date

Student

Date

PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED

Belle Alexander School

Kewanee CUSD #229

Parental Involvement Policy

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PART I. GENERAL EXPECTATIONS

The Belle Alexander School agrees to implement the following statutory requirements:

- Consistent with section 1118, the school will work to ensure that the required school level parental involvement policies meet the requirements of section 1118 of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA. (See Enclosure)
- Schools will notify parents of the policy in an understandable and uniform format and, to the extent practicable, in a language the parents can understand. The policy will be made available to the local community and updated periodically to meet the changing needs of parents and the school.
- In carrying out the Title I, Part A, parental involvement requirements, to the extent practicable, the school will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in language parents understand.
- If the school-wide program plan for Title I, Part A, developed under section 1114(b) of the ESEA, is not satisfactory to the parents of participating children, the school will submit any parent comments with the plan when the school submits the plan to the local educational agency (school district).
- The school will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- The school will build its own and the parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement.
- The school will provide other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school will be governed by the following statutory definition of parental involvement, and will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW SCHOOLS WILL IMPLEMENT REQUIRED SCHOOL PARENTAL INVOLVEMENT POLICY COMPONENTS

1. **Belle Alexander School** will take the following actions to involve parents in the joint development of its school parental involvement plan under section 1118 of the ESEA:
 - There will be a parent advisory board for Belle Alexander that will help in developing the involvement plan.
 - The parent advisory group will meet at 6:30 PM on the night of 1st quarter conferences or the meeting will be held virtually.
2. **Belle Alexander School** will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:
 - Parents will be invited to attend the annual school review and school-improvement planning meetings to be held either in person or virtually.
 - School review and school improvement plans will be available in the office for all parents to read over.
3. **Belle Alexander School** will hold an annual meeting to inform parents of the school's participation in Title I, Part A programs, and to explain the Title I, Part A requirements and the right of parents to be involved in Title I, Part A programs. The school will convene the meeting at a time convenient for parents and will offer a flexible number of additional parental involvement meetings, such as in the morning or evening, so that as many parents as possible are able to attend. The meeting will be held either in person or virtually. The school will invite all parents of children participating in Title I, Part A programs to this meeting, and will encourage them to attend, by:
 - Giving out free books to all children attending with their parents.
 - Have contests to see which class has the most parents in attendance.
4. **Belle Alexander School** will provide parents of participating children information in a timely manner about Title I, Part A programs that includes a description and explanation of the school's curriculum, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet by:
 - At the beginning of school open house all parents and at registration all parents and guardians will receive a copy of the benchmarks that students are required to meet at the end of each quarter.
 - Parents are informed about our Title I program and AimsWeb assessments through a September newsletter.
 - We have a Parent Information evening during Open House to explain our phonics and math programs to parents and guardians.
5. **Belle Alexander School** will at the request of parents, provide opportunities for regular meetings for parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any such suggestions as soon as practicably possible by:
 - The school will respond in the form of a parent letter.
 - The school will respond with an open meeting to discuss the issues
6. **Belle Alexander School** will provide each parent an individual student report about the performance of their child on the State assessment in at least math, language arts and reading by:
 - Belle Alexander School is the kindergarten and first grade attendance center. Presently they do not take state assessments.
7. **Belle Alexander School** will take the following actions to provide each parent timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations (67 Fed. Reg. 71710, December 2, 2002) by:
 - The regulation is in the School Parent Handbook so that all parents are informed of this.
 - Parents will be notified immediately if their child is to be taught for more than 4 weeks by a not highly qualified teacher.
8. **Belle Alexander School** will provide assistance to parents of children served by the school, as appropriate, in understanding topics by undertaking the actions described in this paragraph --
 - the state's academic content standards,
 - the state's student academic achievement standards,
 - the state and local academic assessments including alternate assessments,
 - the requirements of Part A,
 - how to monitor their child's progress, and

- how to work with educators:

At the beginning of the year parents are offered a parent night when the teachers explain the Math and Phonics program and the quarterly benchmark report cards. The first and third quarter there are parent teacher conferences. Belle Alexander School will provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by

- There is a parent corner with books, pamphlets and other materials to help parents work with their children.
- Title I parent nights.

9. **Belle Alexander School** will, with the assistance of its parents, educate its teachers, pupil services personnel, principal and other staff in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

- Teachers with the assistance of parents will develop surveys in order to implement full parent programs.

10. **Belle Alexander School** will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:

- As the kindergarten and first grade attendance center, the principal and staff will visit the various local preschools, Head Start, etc. to share our kindergarten and first grade program with the parents and students.
- The preschool staff will host a parent evening at Belle Alexander School in April or May before the start of the new school year where students will be able to tour the building and meet the current staff.
- The staff of the local preschools will be invited to our workshops and in-services.

11. **Belle Alexander School** will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

- Both school and classroom newsletters are sent out to parents on a monthly and weekly basis in both English and Spanish.
- Every effort is made to be sure that clear explanations are made without the use of acronyms.

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PART III. ADOPTION

This School Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by the attached minutes of our 2021 Parent Advisory Meeting.

This policy was adopted by the **Kewanee CUSD #229 Belle Alexander School** on **May 15, 2023** and will be in effect for the period of one (1) year. The school will distribute this policy to all parents of participating Title I, Part A children on or before October 1, 2023.



(Signature of Authorized Official)

(Date)