

STUDENT HANDBOOK

Kewanee Community Unit School District #229

Irving Elementary School

2nd - 3rd Grades

2023-2024

Kewanee Community Unit School District Mission Statement:

The mission of the Kewanee Community Schools is to prepare our students to meet the demands of life by enabling all students to achieve their full potential, become life-long learners, to develop decision-making and workplace skills, to become capable of adapting to an ever-changing world, and to become innovative, logical, and organized thinkers.

Kewanee Community Unit School District Vision Statement:

Kewanee Community Schools will become a leader in the discovery and development of the potential of every individual that we have a 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.

Irving Elementary School Mission Statement:

Irving Elementary School will prepare all students to be lifelong learners, critical thinkers, effective communicators, and wise decision makers. The school will maintain a safe, orderly, and supportive environment that promotes intellectual challenge, creativity, social and emotional growth, encouraging positive home, school, business, and community relations that support student achievement, health, and physical development.

Irving Elementary School Vision Statement:

We are committed to motivating and educating students to learn in a caring school community.

Kewanee Community Unit School District 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 to promote learning for all students 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 education 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 on 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.*

**While our commitment to educate students does not change, the content of this handbook is subject to change to stay within compliance.*

Irving Elementary School Improvement Goals

- *To increase student performance in reading and math*
- *To implement effective, scientifically-based, MTSS (Multi-Tiered Systems of Support) practices in accordance with Illinois law.*
- *To continue implementation of social-emotional learning standards*
- *To close the home/school/community gap.*

TIME SCHEDULE

Time- 2nd Grade	Second Grade	Time – 3rd Grade	Third Grade
7:30 a.m. - 8:00 a.m.	Arrival/Breakfast	7:30 a.m. - 8:00 a.m.	Arrival/Breakfast
8:05 a.m. – 8:15 a.m.	Pledge of Allegiance Attendance/Lunch Count	8:05 a.m. – 8:15 a.m.	Pledge of Allegiance Attendance/Lunch Count
8:15 a.m. – 10:55 a.m.	Instructional Classroom	8:15 a.m. –10:55 a.m.	Instructional Classroom
<i>TBD</i>	Recess/Lunch	<i>TBD</i>	Recess/Lunch
12:30 p.m. - 2:40 p.m.	Instructional Classroom	12:30 p.m. - 2:40 p.m.	Instructional Classroom
2:40 p.m.	Dismissal	2:40 p.m.	Dismissal

NOTE: Teacher supervision does not begin until 7:45 a.m. Staff members and breakfast supervision will be in the gym prior to 7:45 a.m. For the safety of the students, we request all students to report to the gym if they arrive prior to 7:45 a.m.

1. Students may enter the school building at 7:30 a.m. for breakfast in the gym. Students should be on the school grounds by 8:00 a.m., when the line-up bell sounds.
2. When the bell rings, students line up on the playground in their class line. Teachers will lead students into the building.
3. There is a tardy bell at 8:15 a.m. Students arriving after 8:15 a.m. must stop at the front office for a late pass.
4. Students are expected to immediately leave school grounds when school is dismissed. Students attending after school programming should report to the gym.
5. Parents waiting to pick up their student must wait outside until their student comes out of the building.
6. Students will wait for parents to pick them up at the front of the school. Please consider this when planning a meeting spot for your student.
7. Additionally, all after school arrangements must be completed by 2:00 pm in order to ensure the student receives the message by the end of the day.

BEHAVIOR EXPECTATIONS AND DISCIPLINARY ACTIONS

In order to guarantee all students in our school the excellent educational climate they deserve, students will not be allowed to prevent a teacher from teaching or classmate from learning. Students at Irving are expected to behave respectfully toward themselves, others, and property at all times. The 3R's guide the behavior of our learning community. It emphasizes the individual's choice to make wise decisions.

Students are expected to demonstrate responsible and reasonable behavior towards adults and other children throughout the day, including before and after school and during the lunch hour. We expect students to accept others' differences; express feelings appropriately, solve conflicts through peaceful efforts, and work and play together. The school has a school wide system in place (PBIS) to reward those students who master these skills.

Those students who have difficulty following the school's 3R's will receive a consequence appropriate in response to their behavior (for example, a warning, time out, parent contact, a referral home, referral to principal, lunch detention, exclusion from field trips and, most seriously, a suspension from school). If disciplinary action warrants, parents will be notified. Should any rules within this handbook change, notes will be sent home with the students.

WHERE SCHOOL RULES APPLY

School rules and consequences 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 has a reasonable relationship to school
3. Traveling to or from school on the bus or a school activity, function or event

3R'S AT IRVING ELEMENTARY SCHOOL

- I will respect myself
- I will respect others
- I will respect property

Please see chart below for the main behavior expectations at Irving Elementary School:

3R's	CLASSROOM	HALLWAY	PLAYGROUND	LUNCHROOM	RESTROOM	ASSEMBLY/ SPECIAL EVENT	ARRIVAL/ DISMISSAL BUS LINE	SCHOOL BUS
<i>Respect Myself</i>	Listening ears Be ready to work and learn Eyes on the teacher Try your best Turn in your homework daily	Walk on the black line Walk safely Walk with hands and feet to yourself	Wear clothes that will keep you comfortable in the weather Use your big voice Play safely on equipment No Tag or any form of tag	Take recess items with you to lunch Get tray and items needed for lunch Eat your food Stay at table until dismissed Use restroom if you need to	Keep your body to yourself Flush the toilet Wash hands	Pay attention to speaker Stay seated (criss-cross applesauce)	Be on time Be ready Use correct door	Stay in seat Listen to adults Pay attention
<i>Respect Others</i>	Be helpful Use soft/quiet voices Keep hands, feet, and body to self	Walk on the right side of the hallway Walk together with your line Walk quietly Keep your eyes forward	Walk on the black line Be kind Use appropriate language Listen to adults Keep your hands, feet, and body to yourself	Walk on the black line Use soft (inside) voice Use school manners Listen to adults Eat/touch only your food	Respect others' privacy Use restroom quietly Keep your hands, feet, and body to yourself	Be a good listener Pay attention to speaker Give space to others Follow directions Keep your hands, feet, and body to yourself	Walk on the black line Wait in correct area Keep hands, feet, and bodies to self	Use soft voice Keep hands, feet, and body to self Use appropriate language
<i>Respect Property</i>	Keep classroom clean Keep desk clean Use planner daily	Walk with hands at your side	Play safely on equipment Share equipment Stay on the playground	Clean up after yourself Gather/use only your items (lunch box, coats, gloves, hat, etc.)	Clean up after yourself Throw paper towels away Use materials correctly	Bring only requested items Help keep event area clean	Wear your book bag correctly Leave personal items in your book bag or at home	Keep book bag closed Keep all items in book bag

IRVING CONSEQUENCES

If at all possible, Irving faculty and staff will make a first attempt to teach and practice the 3R's with students. However, at times, further consequences may be needed. In those cases, the following may be implemented:

1. Initially, faculty and staff will conference with the student and possibly assign detentions.
2. Referrals may be issued by the Teacher or the Principal, and are dependent on the severity of each offense.
3. It is strongly recommended the parent attend a conference with the teacher to discuss further interventions, if needed.
4. Further offenses may result in more severe consequences such as in-school suspensions, out-of-school suspension and/or the loss of classroom/field trip privileges.

OTHER CONSEQUENCE OPTIONS

The following list contains optional consequences that may be implemented by appropriate school personnel.

- Notifying parents/guardians
- Disciplinary conference
- Withholding of privileges
- Temporary removal from the classroom
- Return of school property or restitution for lost, stolen or damaged school property
- In-school suspension
- Out-of-school suspension
- After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student)
- Community service
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
- Suspension of bus-riding privileges
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under Illinois State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances) or weapons, "look-alike" illegal drugs (controlled substances) or weapons, or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate

educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Re-Engagement of Returning Students

The building principal and/or school staff designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

DUE PROCESS

All students in the schools have the right to an explanation and discussion of the rules they have broken.

- *The school's responsibility:* To provide a safe and orderly environment.
- *The student's responsibility:* To obey the rules and avoid conflicts.
- *The parent's responsibility:* To support the enforcement of the rules and to teach their children appropriate learning behaviors.

BULLYING

Bullying is defined as: unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. It also is repeated or has the potential to be repeated. Bullying must include all four parts as listed:

- Bullying happens several times. It is behavior that is repeated, not just a one-time incident.
- Bullying is one-sided. It involves one person hurting another person. The person doing the bullying behavior has some sort of power over the other.
- Bullying is mean and harmful. The target of the bullying is hurt in some way, whether it is physical or emotional.
- Bullying is purposeful. For something to be bullying, it must be intentional, not an accident.

Bullying behavior is not accepted at Irving Elementary. We promote community partners to help teach the students about bullying type behavior and how to handle the situation. The steps students/parents are expected to use are:

1. Use your "big" voice to the other student and ask them to stop.
2. Report the bully to a supervisor/teacher/principal immediately while the situation is happening.
3. Continue to report the incident and potentially set up an appointment to come in and discuss it with the teacher and/or principal.

Please Note: We promote resolving conflicts peacefully.

Prevention of and Response to Bullying, Intimidation, and Harassment[1]

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.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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.

Nondiscrimination Coordinator:

Name

Address

Phone Number

Email Address

Complaint Managers:[2]

Name

Address

Phone Number

Email Address

Name

Address

Phone Number

Email Address

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.[3]

CLOTHING/APPEARANCE

It is recommended that students present themselves in a neat and clean appearance. Parents are encouraged to see that their child is properly dressed before he or she leaves for school. This includes:

- Shoes must be worn at all times.
 - ❖ For the safety of your student, **flip-flops/slides** are not allowed. If a student is going to wear those types of footwear, they must have a pair of tennis shoes to change into at school or they may not be able to participate in some activities such as recess/P.E. etc.
- Clothing should be appropriate.
 - ❖ Bare midriff outfits, slashed clothing, spandex, halter tops and see through tops should not be worn in school.
 - ❖ T-shirts, patches, or buttons that are considered obscene, suggestive, or have double meanings are not permitted.
 - ❖ Hats are not to be worn in the school building, including hoodie hoods (except on special days designated by school staff).
 - ❖ Clothing that advertises or portrays any tobacco product, alcoholic beverage product, or other controlled substance is prohibited along with any attire that is considered sexual or inappropriate for school.

Students wearing clothing that is not allowed must change into alternate attire or, in the case of a shirt, turn the shirt inside-out. Additionally, students will be going outside *everyday* for recess, as long as the temperature is above **15 degrees** and it is not raining or extremely windy. Please make sure your student has the proper outside attire. The student who has a medical reason for staying indoors must bring a note from the doctor, as children are only allowed to stay indoors one day at the parent's request.

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.

ITEMS BROUGHT TO SCHOOL

Personal items such as electronics (cell phones, smart watches, gaming systems, tablets, etc.), toys, fidgets, playground equipment, and large amounts of money cannot be brought to school. Additionally, children are NOT TO bring play guns, play knives or any other toy that resembles a weapon. The school will not assume responsibility for these items. Items such as these will be taken away from the student and submitted to the principal's office. It will be the parents' responsibility to pick them up from the office.

GANG ACTIVITY/MOB ACTION 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 learning environment. Further, students who take an active role in gang-like/mob-like activities will have actionable consequences.

SMOKING/VAPING/TOBACCO/DRUG USE

The Board of Education prohibits smoking/vaping and the use of tobacco on school property at any time. Tobacco shall be defined as a cigarette, e-cigarette, vape device, 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. Additionally, lighters, matches, and cartridges, and any type of drugs are not allowed at school.

ATTENDANCE

It has been shown that a student's success in school and later in life is reflected in his or her school attendance. By enabling each individual in the Kewanee Community Unit School District to be the best they can be, the Board of Education and administration have adopted an attendance policy which fosters the success of each individual in preparation for their future goals and plans.

EXCUSED ABSENCES

Under the School Code of Illinois 26-2A, only the following are considered excused absences:

- Personal illness or the mental or behavioral health of the student.
- Death in the family
- Observance of a recognized religious holiday.
- Reasons approved by the school administrator.

ABSENCE RULES

- A parent may excuse their child up to 5 days per semester. After that, a doctor's note is required.
- In addition to parent excused days, up to 5 additional days (per year) may be used as mental health days (includes behavioral health).
- 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.
- Kewanee District #229 works in cooperation with the Regional Office of Education's truancy department, therefore, all unexcused absences are reported to the Regional Office of Education.
- Parents/legal guardians are asked to minimize doctor appointments during class hours unless there is an emergency.
- Parents/legal guardians *must* report their student's absence to the office. In the event of any absence, the student's parent/guardian is required to call the school at [phone number] before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a

student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

- 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 the child to be admitted or else the student will be considered unexcused and truant.
- Students who become ill or are injured during the school day are to get a pass from their classroom teacher and report to the nurse's office for the parent to be called. Parents need to ensure they have their contact information updated for this purpose.
- If a student arrives late to school or needs to leave school early, the student must report to the office. A parent/guardian must accompany them and sign them out.
- Illinois Health Code requires students with head lice to go home and be treated. Repeated absences for this reason will be unexcused.

PRE-EXCUSED ABSENCE POLICY

Occasionally an unusual family circumstance arises that may necessitate a student's absence from school. 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. Students must make arrangements with each teacher regarding missed work.

- Planned absences must be pre-approved by the administration. Failure to do so may result in an unexcused absence.
- A student must be in attendance for the entire school day in order to participate in a District extracurricular activity including the afterschool programs. Emergency situations shall be given due consideration.

ABSENCES: MAKE-UP WORK

Classroom teachers will provide parents with their procedures regarding "make-up assignments". Absences due to family trips will be the responsibility of the parent/guardian. Although the school is willing to cooperate with parents in these cases, it should be understood that teachers cannot duplicate all missed assignments. Parents are expected to make sure that students complete these assignments.

TARDINESS

If tardiness becomes habitual, the student shall be referred to the office and may result in an office referral. The teacher will enforce tardiness. Please send a written explanation with your child when he/she is tardy. Students leaving school early are also noted as tardy and require the person picking the student to sign the student out of the building.

KEWANEE COMMUNITY UNIT SCHOOL DISTRICT BUILDING HOURS

Lyle Pre-K: 7:30-10:30 and 11:30-2:30

Belle Elementary: 8:00-2:30

Irving Elementary: 8:05-2:40

Central Elementary: 8:05-2:45

Central Junior High: 8:10-2:50

Kewanee High School: 8:00-2:35

Students who do not eat breakfast should not arrive at school more than 15 minutes prior to the beginning of the school day, except as follows:

- When earlier arrival is made necessary because of bus schedules
- When students are requested to come earlier for participation in school activities
- When parents/guardians have applied for and been granted exception by the principal

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

- At the request of parents/guardians and procedure for signing student out is followed
- When pursuing an approved schedule of school activities which requires the student to leave school (example: field trips).

RELEASE OF STUDENTS

To ensure the safety of any child released during the school day, the following procedures must take place:

- Written parental permission should be sent to the office/teacher stating the requested time of release. Students will remain in the classroom until the parent/guardian arrives at the school.
- 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. *Please Note:* If any person other than the parent or guardian is to pick up a student, the school must have a statement on file from a parent/guardian specifying all information including name, time, and reason for pick up. The school may require identification at the time of pick up.
- Students shall be instructed to go home, or elsewhere, as directed by parents/guardians, immediately following the end of the school day, unless attending a regularly organized program of instruction, recreation, or school activity which follows the dismissal of school.
- Students shall be required to remain on the school grounds while waiting for the school bus or parent/guardian pick-up, following dismissal.
- All communication regarding attendance shall go through the school office. Please call or send a note if your student needs to leave early.

PERMISSION TO GO HOME WITH ANOTHER STUDENT

Children who wish to leave school, at dismissal, and go 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 if arrangements of this nature are necessary for your child. Please remind your child that they will not be allowed to call home at the last minute to make after-school arrangements to visit a friend. These students will not be able to ride the bus home with another student unless the student is already on that same bus route.

GRADE SCALE

A+: 100

A: 99.9 - 90

B: 89.9-80

C: 79.9-70

D: 69.9-60

F: 59.9-0

TEACHING STYLES:

Diversity is celebrated in our school among students and teachers. Research-based best practices are promoted to teach to the learning styles of every student. While the curriculum will remain the same, teachers will use a variety of teaching practices to teach each student.

REPORT CARDS

Report cards are issued four times a year, at nine-week intervals. The purpose of the report card is to help parents identify the student's strengths and weaknesses and to help teachers evaluate and plan instruction accordingly.

PROGRESS REPORTS

Classroom teachers will report students' progress during the midpoint of a grading period through progress reports. Information about work habits may also be reported on interim reports. A parent signature is requested on all progress reports.

STUDENT RECORDS

All student records maintained by the school are open for review by the child's parent or guardian. These records may not be released to anyone outside the school without written permission from the parent or guardian. If you wish to review your child's records, please contact the school to set up an appointment.

WITHDRAWALS AND TRANSFERS

If your child must be withdrawn or transferred from school, please notify the office in writing at least one week prior to the withdrawal to provide an opportunity for completion of school records and a check of property accountability (textbooks, library books, etc.).

TEXTBOOKS/CHROMEBOOKS

Students are responsible for the textbooks/chromebooks/cords/library books issued to them. These items should be returned to the school in the same condition in which they were issued. Students who lose or damage these items will be charged a replacement or repair fee.

PROMOTION AND RETENTION

When data shows that a student will benefit from another year at the same grade level, parents will be informed of the student's specific academic needs by the teacher. Communication to parents about a student's academic standing will take place by the end of the third quarter or the first half of the fourth and final quarter. The principal will make the final decision on student promotion and/or retention after a review of teacher recommendations.

Students may be retained if the data from the teacher and the administration indicate it is necessary. This means a student may show they have not mastered the skills (benchmarks) needed to progress to the next grade level and it is thought that another year in the same grade level would enable the skills to be mastered. Each grade level has benchmarks to mirror the required standards and goals of the State of Illinois. The students must meet these benchmarks to advance to the next grade. Retention is more common at the lower grades and is not to be thought of as failure...merely as an opportunity to succeed.

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.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held twice a year. These conferences are held in an effort to keep the parents aware of their student's progress and activities. When you show strong interest in your student's school life, it can greatly impact your student's school experience. Please check the school calendar for the conference dates. Teachers will request a conference with parents twice per year (at the end of the first quarter and at the end of the third quarter). Additional conferences are encouraged and may be requested by either the parent or teacher.

INSPECTION OF LEARNING MATERIALS

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

HOMEWORK

Homework is an integral part of the district's comprehensive instructional program. Responsibility for homework should gradually increase for students in grades 1st-6th. It grows from class work and is an extension and enrichment of the school experience. Homework can help a student develop the habit of independent study, give practice in basic skills, and help learn time management. Homework can provide applications of ideas presented in school with opportunities for variations consistent with individual student needs and interests. If parents find that their child is struggling with homework, or a pattern of frustration occurs, they should call the classroom teacher. The purpose of homework is to practice and assimilate skills learned in school. It is important for the teacher to know if a child is having difficulty and a phone

conference with the teacher should be helpful to parent and teacher.

Student planners have been purchased and provided by the Kewanee School District to help increase the communication between parents/guardians and the school. Please check your child's homework folder and planner for the assignments each night. Please use this as a way to write notes, check your student's homework, and check their progress on a daily/weekly basis.

SUGGESTIONS FOR HOMEWORK/STUDY

- a quiet place
- comfortable, straight chair
- well-lit desk or table
- giving encouragement
- assisting students in time management
- avoiding and reducing stress
- understanding that the responsibility for homework rests with the student
- set aside time each day to read, at least **15 minutes**

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 in the classroom, personal counseling, and in discipline situations. The character traits adopted by the Kewanee Community Unit School District are as follows:

- | | |
|------------------|-------------|
| ● Honesty | ● Integrity |
| ● Responsibility | ● Diligence |
| ● Compassion | ● Respect |
| ● Enthusiasm | ● Fairness |
| ● Forgiveness | ● Hard Work |
| ● Self-Control | |

MATH PROGRAM

Our Math program will comply with the New Illinois Learning Standards. Please inquire for more details.

READING PROGRAM

All students will be expected to read every day. The reading program will comply with the New Illinois Learning Standards. Please inquire for more details.

PHYSICAL EDUCATION

Exemption from PE: P.A. 102-405 provides that a student shall be excused from engaging in any physical activity components of a PE course during a period of religious fasting.

- K-8- 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.
- Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.301.
- 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

Special Education services are provided through the Henry-Stark Counties 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 the building principal for further details.

COMPUTER EDUCATION

Kewanee School District provides computer literacy for students in grades Kindergarten-12th grade. The curriculum is designed to prepare students for the technological and social impact computers will have upon their lives. The curriculum involves instruction on the classroom computers and/or chromebooks.

LIBRARY

The school library is available to all students. Students are responsible for material they check out. Students are subject to fines when they have overdue material(s). Classes will visit the library once per week and students are encouraged to make full use of the library.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-4605

BREAKFAST AND LUNCH PROGRAMS

Kewanee Community Unit School District offers a daily school breakfast and lunch program for all students. A monthly menu will be sent home with each student. Parents may prepay for their child's meals in the office; pricing is determined by the Board of Education.

*Additionally, Kewanee Schools offer a free/reduced-price program. You **may** qualify for this program. Please feel free to fill out the application (one per family) available at each school office. Applications for this program must be completed by the parent/guardian and turned into the office.*

SCHOOL VISITORS

Parents/Guardians are always welcome at Irving Elementary School. Parents/Guardians are encouraged to attend special assemblies and activities. Upon arrival, parents or student visitors will need to enter through the front door of the building and check into the office, before going anywhere else in the building. You may be asked security questions prior to admittance for the safety of the students. When visitors leave the building, they must stop by the office and sign out. Students and teachers should immediately direct visitors, strangers and vendors who enter the school building to the main office. These are required safety procedures for all Kewanee Schools Buildings.

When visiting, we ask that you follow these guidelines:

- Parent or student visitors must give the teacher and/or principal prior notice of the visit (at minimum 24 hours)
- Wear a visitor's pass provided by the office, indicating you are a visitor.
- Guests of students other than parents need to be pre-approved by the principal.
- Limit the time of the visit to one hour or less
- Arrange a baby-sitter for your other children
- Sign in and out on the form located in the office
- Please remember a visit is for class observations, not a conference time with the teacher

FIELD TRIPS

A field trip that coordinates with a curriculum area may be scheduled for your child's class during the school day. Each child who participates in the field trip **must** have a signed permission slip. Parents may be asked to chaperone classes on school-related field trips however, younger siblings are not authorized to ride buses on field trips. Permission slips will be sent home whenever your child's teacher plans such a trip. Expenses for the trip will be listed in the permission slip. Please remember, if a student were to receive **more than three** office referrals within a year, that student may lose eligibility to attend field trips.

Additionally, small trips may be made as part of the school day. In these cases, a permission slip may or may not go home. However, parents will be communicated with that the students will be leaving the building as part of the learning process (example: attending the High School Play Rehearsal).

INCLEMENT WEATHER -EMERGENCY CLOSINGS

If weather or other conditions cause the emergency temporary closing of schools in Kewanee Community Unit School District #229, an announcement will be made from the following media sources:

WKEI 1450 AM,

WJRE 102.5 FM,

TV Channel 6 (and their website)

TV Channel 8 (and their website)

Kewanee School District Skylert (text message and/or call and voicemail)

If the school district will be dismissing students early due to these reasons, please discuss arrangements

with your child in advance so that he/she will know with whom to go in case you are not home. We will try to reach all parents and will only release students to parents or, if necessary, emergency contacts listed on your student's enrollment paperwork.

MEDICINE

- Parents have the primary responsibility for the administration of medication to their children. The School Board recognizes that when parents cannot administer such medication to students during the school day, or when it is medically necessary to address the health needs of a student during normal school hours, school personnel will address such needs. 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.
- Any family that 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.
- 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.
- Parents should encourage the physician to prescribe the dosage of all necessary medication to occur before or after school hours.
- Guidelines for necessary consumption of medication at school:
 - ❖ Parents must instruct the students concerning the dosage of the medication and know that it is the parent's responsibility to see that the medication is taken.
 - ❖ A record of the prescription shall be made and filed in the student's health folder.
 - ❖ No prescription or non-prescription medications other than that which is authorized by the physician and parent are allowed in any of the schools.

ILLNESS

We are concerned about the health of all of our students and desire to keep all children healthy and safe. If your child is sick, keep him or her home; otherwise, your child will be expected to participate in all activities. Please do not send a child to school that has a temperature of 100.5 or greater. It is recommended that a child stay home for **24 hours** once the temperature is normal (98.6). 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.

Whenever a child has been absent from school on account of illness for five (5) consecutive days, the parent must send a note from the physician stating that the child may be readmitted. e. The school should be notified by a physician's note in case of any contagious disease, pneumonia, or special conditions such as surgery or serious injury.

EMERGENCY CARE CONTACT

An emergency care/contact sheet should be filled out at registration time and ongoing as the contacts may change. It is very important for us to have current information, especially telephone numbers. If any of the information on your child's emergency contact information changes during the school year, come into the school office to make the corrections or send a written note.

The named emergency contact(s) information is used when a parent/guardian is unavailable. Please make sure the emergency care contact information is updated on a regular basis as well.

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 12 months. Public Act 93-0504.

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 emergency contact listed on the emergency sheet, we will contact the rescue squad and the doctor that is listed on the emergency sheet. Please make sure that your emergency sheet is updated regularly.

Frequently when students experience accidents and injuries at school, parents feel that the school is somehow responsible to pay all bills related to treating the injury. This is not the case. Illinois law is clear that neither the school nor the school district is responsible to pay for the treatment of injuries. Parents are strongly urged to have health and hospitalization or accident insurance.

SECURITY

It is our strong intention to provide a safe and secure environment for your children when they are at school. As part of our effort to ensure this, our outside doors will be locked at 8:00 a.m. and visitors may enter only at the North (main) entrance. An intercom with a security camera is monitored by the office staff. All employees wear ID badges and all visitors are required to register in the office and wear a visitor badge while they are on school grounds.

Parents are asked not to go on the school playground during school hours when children are present. This is a safety and security issue for students as well as parents.

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting an active shooter 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.

LOST AND FOUND

A lost and found area will be located in the building. Please tell your child to look there if he/she is missing mittens, a coat, a lunch box, etc. It is extremely important that your child's name be written with permanent marker on all outerwear (boots, coats, sweatshirts, etc.) and lunch bags so these can be returned to the classroom. Lost valuables such as house keys or jewelry are kept in the office. Several times a year, items not claimed will be given to an organization that benefits people in need.

INVITATIONS

If you are having a party for your child and all children in the class are not invited, please do not hand out invitations in school. This can be very hurtful for those children not receiving one. Teachers are not expected to hand the invitations out.

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 the 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. We consider bike riding to school a privilege and want to make it as fun and safe as

possible. We expect children who ride bicycles to observe all traffic and bicycle regulations. Failure to do so may result in the loss of the privilege of riding a bicycle to school.

SKATEBOARDS, ROLLER BLADES, AND SCOOTERS

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

CHANGE OF ADDRESS/INFORMATION

At any time during the school year, should the parent/guardian information change (phone numbers, addresses, etc.), please notify the office immediately. The school attempts to maintain accurate school records and facilitate communication between the home and school. Should an emergency arise, it is extremely important that we be able to contact parents/guardians in the quickest manner possible.

FIRE AND DISASTER DRILLS

Fire and disaster drills are conducted regularly (in all weather) 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 signal is given.

PLAYGROUND

Our blacktopped playground and the play equipment are considered part of our facilities and are for the use of school children only during school hours. If you wish to visit our playground during the day, please check in the office first. This is a security precaution.

The playground area is in use until 5:00 p.m. daily, and it is reserved for school use. Personal pets are not permitted on the playground or grassy areas. Please understand that this is a safety issue.

The game of tag is prohibited on the playground, as there is not ample safe space for students to play it during school hours.

Students will be outside weather permitting in temperatures above 10 degrees. Please make sure students dress appropriately for outdoor activities.

BUS TRANSPORTATION

For most issues dealing with busing, including schedules and discipline issues, contact the transportation coordinator, at Kewanee High School- Mr. Randy Cernovich (853-3328).

Bus transportation will be provided for all students that qualify by state law. State law allows bus transportation only for students living more than 1.5 miles from school, unless there is a dangerous crossing. Please contact Kewanee High School for more information.

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. Getting on the school bus on time is the student's responsibility. Students absent because they missed the bus will be considered an unexcused absence. Drivers will not take students into driveways or lanes unless the student must walk more than .25 mile. There must be sufficient turnaround space for a bus.

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.

INSTRUCTIONS FOR SCHOOL BUS RIDERS

- Jurisdiction
 - ❖ School bus riders, while in transit, are under the rules of the school bus driver. All school rules apply.
- Boarding the Bus
 - ❖ It is the parents' responsibility to monitor the bus stop in the a.m. and p.m.
 - ❖ Be on time at the designated school bus stop - help keep the bus on schedule.
 - ❖ Stay off the road at all times while waiting for the bus.
 - ❖ Be careful approaching the place where the bus stops.
 - ❖ Do not move toward the bus until it has been brought to a complete stop.
- Seating Arrangements
 - ❖ All students may be assigned seats for bus routes.
- Behavior
 - ❖ Be courteous to fellow students and the bus driver and help look after the safety and comfort of smaller children.
 - ❖ Stay seated in the bus seat.
 - ❖ Do not change seats.
 - ❖ Keep windows closed unless the driver gives permission to open them.
 - ❖ Keep bookbags, packages, coats and all other objects out of the aisles and do not leave such articles on the bus.
 - ❖ Assist in keeping the bus safe and clean at all times.
 - ❖ No eating is allowed on the bus.
 - ❖ Treat bus equipment as you would valuable furniture at your own home.
 - ❖ Never tamper with the bus or any of its equipment.
 - ❖ 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.
 - ❖ Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in an accident.
 - ❖ No electronic devices allowed out of your bookbag.
 - ❖ Be absolutely quiet when approaching a railroad-crossing.
 - ❖ No animals are allowed on the bus.
 - ❖ 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.
- Leaving the Bus
 - ❖ Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.
 - ❖ Observe safety precautions at drop-off 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 give students a warning when 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 in the form of either detention(s) or a modified suspension.

4th Offense: Suspension from riding the bus may range from 1-10 consecutive days. The principal shall contact the parents prior to the suspension.

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

CONFLICT RESOLUTION PROCEDURE

Parents/guardians may 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(s) directly involved with the concern. Most matters can be resolved with a parent/teacher discussion.

Step 2. If a parent/guardian 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 of Education for review.

ASBESTOS

An asbestos management plan for all of Kewanee Community Schools is on file in the office of the Superintendent. 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 Lyle, Belle, Irving, Central 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.

SAFETY IN THE COMMUNITY

Unfortunately, not all students qualify for bus transportation and therefore, may be walking to school. It is the responsibility of the parent to ensure a student experiences safe travels between home and school. If your student should experience bullying, threats, or violence between home and school, it is recommended that the parent call the principal for advice on how to deal with the problem.

Please share the following advice below with your child on dealing with strangers:

1. Children should refuse to talk to or obey strangers. **DO NOT GET IN A CAR WITH A STRANGER.**
2. Try to remember what the person and car looks like.
3. Get the license plate number of the car.
4. Go to the nearest home for help.
5. Have the resident of the home call the police.
6. Notify school authorities.

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

The protection of Pupil Rights Amendment (PPRA), 20 V.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.

PEST CONTROL

Our schools are treated for pests. This is done when children are not in the building during regular school hours. Parents/guardians may obtain a schedule of applications from the district office.

WAIVER OF SCHOOL FEES PROCEDURE

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

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 EQUALITY

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 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 for appropriate action.

TEACHER/PARAPROFESSIONAL QUALIFICATIONS

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

All regular classroom teacher aides are also qualified. All teacher aides hired will have either obtained 60 hours of college credit or are required to take a state approved proficiency test and be registered at the Regional Office of Education.

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 www.kcud229.org

THE PARENTS RIGHT TO KNOW QUALIFICATIONS OF EDUCATORS

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,

Kewanee Superintendent

TITLE I SCHOOL PROCEDURE

The goal of Title I is to close the achievement gap for all students in their reading and/or math programs. The students meet with the Title I funded teachers in small groups. Title I instruction is planned to meet the specific learning needs of each child to help them reach grade level performance.

- All parents of participating students shall be informed about their school's Title I Program at the annual Fall Open House. Other parent meetings will be held 30 minutes prior to Family Reading Nights. There will be an all-district presentation concerning the Title I Grants in May.
- Parents will be given up-to-date information about their students in the form of quarterly report cards, phone calls as needed, parent-teacher conferences, ISAT, and achievement test results.
- Five parents of Title I students will be included on the School Parent Involvement Committee to help plan family nights and work with the faculty on the School Improvement Plan and Internal Review.
- It is our belief that student performance will improve as a result of our cooperative efforts to support this program. This is a three-way partnership with a specific goal in mind. It is imperative that each person assume their responsibilities.

RESPONSIBILITIES AS A TITLE I SCHOOL

Parent Responsibilities

- Provide a quiet place to *do* homework
- Set aside a specific time *to* do homework
- Study area should be well lit and well equipped with pens/pencils, paper, ruler, crayons/markers, glue, dictionary, etc.
- Look over homework assignments *to* check for understanding
- Sign planners nightly
- Be available *to* volunteer and participate in school activities
- Sign and return all papers that require a parent *or* guardian's signature.
- Encourage positive attitudes toward school
- Require regular school attendance
- Attend parent-teacher conferences
- Help students be on time for school

Student Responsibilities

- Ask the teacher any questions about the homework
- Take home materials and information needed to complete the assignment. Complete homework in a thorough, legible, and timely manner
- Return homework on time
- Return signed homework planner
- Comply with school rules
- Attend school regularly
- Respect the personal rights and property of others

Teacher Responsibilities

- Provide quality teaching and leadership
- Assign homework using grade-level form

- Inform parents of child's progress in quarterly reports
- Give corrective feedback
- Recognize that students are accountable *for* every assignment
- Check that homework has been completed and homework planner has been signed by parent/guardian.
- Hold at least two teacher-parent conferences

Communication To Parents and Community

- Student Reports: Four times a year, students will receive a report card, which will communicate your student's progress in academic and social areas.
- Teachers may communicate with parents via texts, email, phone or notes before or after school or during other designated office times (may vary per teacher).
- Information will be sent home via notes in Friday Folders unless time otherwise dictates sooner.
- Irving News: Our school newsletter is sent home every other Friday. This will contain information on events at school as well as updates. The newsletter is also available in the school office.
- Voice Mail: Each teacher has a mailbox and the office will have announcements.
- Building Reports: During the Board of Education, presentations of projects and grants will be announced
- This handbook is an attempt to provide guidelines for rules and regulations as published by the Illinois State Board of Education.

Internet Acceptable use policy for Kewanee Community Unit District #229

Date issued: 09/02/2005

Revised: 04/01/2007

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 non-business activities. Users must also understand that any connection to the Internet offers an opportunity for non authorized users to view or access information. Therefore, it is important that all connections be secure, 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 District 229 maintains the right to monitor and review Internet use and e-mail communications sent or received by users as necessary.

Users must further understand that the Kewanee Community Unit School District #229 will enforce filtering devices on all network access to block access to visual depictions deemed “obscene,” “child pornography,” or “harmful to minors.” which is in compliance with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

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 School District 229's chosen antivirus software.

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

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Kewanee Community Unit School District #229 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Kewanee Community Unit School District #229 staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Kewanee Community Unit School District #229 IT Department or designated representatives.

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:

- Offensive content of any kind, including pornographic material in accordance with CIPA Act. Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability
- Threatening or violent behavior
- Illegal activities
- Commercial messages.
- Messages of a religious, political, or racial nature
- Gambling
- Sports, entertainment, and job information and/or sites
- Personal financial gain.
- Forwarding email chain letters.
- Spamming email accounts from Kewanee Community Unit School District #229 email services or district machines
- Material protected under copyright laws.

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

Responsibilities

Kewanee Community Unit School District 229 users are responsible for:

1. Honoring acceptable use policies of networks accessed through Kewanee Community Unit School District 229's Internet and e-mail services
2. 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
3. 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 violation 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.

IRVING ELEMENTARY SCHOOL HANDBOOK SIGNATURE PAGES

Internet Acceptable Use Policy Your signature indicates that you have read Kewanee Community Unit School District 229's Internet and e-mail use policy of the school handbook. I understand that it is a privilege, not a right. I also understand that access, if issued, shall remain in effect through the remainder of my career in the Kewanee Community Unit School District 229, unless suspended or terminated by either the District, Parent or Guardian, or myself. Your signature does not mean that you agree with each and every provision of the policy. However, it does indicate that you will abide by the regulations set forth in the above policy.

My signature verifies the fact that I have read the Kewanee Community Unit School District 229 Internet Acceptable Use Policy and understand that should my student violate its provisions, he/she could be subject to serious disciplinary action including immediate loss of computer use and, in the worst case, criminal legal action. I understand that I may be held financially responsible for any expenses incurred through my son's or daughter's misuse of the district's networks. I also understand that access, if issued, shall remain in effect through the remainder of my student's career in the Kewanee Community Unit School District 229, unless suspended or terminated by either the District, Student, or myself.

Parent Signature _____ **Date** _____

Use of Privately Owned Computers Policy

I have read and understand the guidelines for privately owned computers on school District Premises. I understand that the Kewanee Community Unit School District #229 will not be responsible for any loss or damage to the personal computer or the data it contains.

I understand that inappropriate use will result in disciplinary action.

I will abide by the stated terms and conditions set forth in this document. It is further understood that liability for loss or destruction of personal property is not covered by District insurance.

Furthermore, it is understood that financial restitution will be required when due care is not followed and the school infrastructure or operations are harmed.

I give my permission for my child to bring a personal computer onto the District Premises.

Parent Signature _____ **Date** _____

Use of Student Photographs

Kewanee School District requests that each parent and/ or guardian return a permission slip regarding the use of their child's name or image for media purposes. Media may be in the form of a public newspaper or a Kewanee District #229 webpage. Permission must be received from parents or guardians in order for a student to have their name and/ or picture posted in any of these media. Please circle approved use of pictures/ digital images below and sign at the bottom of the page. Detach form from the handbook and return it to the Irving Elementary School office.

Relative to my child, I hereby give permission to:

Allow a recognizable image, still or video, in a local newspaper or news broadcast in connection with an event, award or activity at Irving Elementary School. I understand that this image will only have my child's name attached unless additional permission is given at the time of publication.

Student Name _____ **Teacher/ Grade** _____

Parent Name (Print) _____ **Signature** _____

Confirmation of Policies

Please sign below signifying that you and your child have read this handbook and understand the school rules and policies contained within. If you have any questions before signing, please contact your child's teacher and/or the school principal.

Student Name _____ **Teacher/Grade** _____

Parent Signature _____ **Date** _____