

PARENT - STUDENT HANDBOOK

For

Kewanee Pre-K

KEWANEE CUSD #229



AN ILLINOIS-STATE FUNDED PRE-SCHOOL FOR ALL PROGRAM

Site Locations:

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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 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

MISSION STATEMENT

The Kewanee Pre-K's mission is 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.

PHILOSOPHY, GOALS, AND CURRICULUM

Parents are their children's best and most important teachers. We consider our Pre-K staff, along with parents, to be a "team" in school and at home. It is our goal to work together to provide a warm and secure environment for growth.

Children's play is their work. It's how they make sense of the world in which they live, and how they develop their skills - emotionally, socially, and physically. We believe that children need time and encouragement to play, because, through play, they learn to relate to others, use language, explore ideas, and control their environment. We strive to capture the learning interests and curiosity of each child, through the educational experiences we offer and by providing an environment in which the child feels free to explore and learn without fear of failure.

Our staff is guided by Creative Curriculum, a research-based curriculum which offers children success and confidence in themselves and in their work.

PROGRAM HOURS

Lyle Site:

AM Sessions:

Optional Breakfast: 7:30-8:00

Curriculum: 8:00-10:30

PM Sessions:

Optional Breakfast: 11:30-12:00

Curriculum: 12:00-2:30

Neponset Site:

All-Day Session: 7:50-1:50

ARRIVAL/DEPARTURE

If you are dropping your child off at school, please make sure you are here no earlier than 10 minutes before the start of the day (AM class: **7:20** and PM class: **11:20**). Also, please be sure you make contact with a staff member or accompany your child into the building.

Please be prompt when picking your child up after school. If you have a change in plans and/or are sending someone else to pick up your child, you must call the school or send a **dated** note letting us know the arrangements for that day. It's good to let your child know of the change as well but we must have a call or a note. We can't take a child's word alone over a normal routine.

ATTENDANCE

Attendance is an important part of our program but we all have families and we understand that things come up - i.e. illness, emergencies, family commitments, appointments. If your child will not be in school, please call and let us know. Our school district has an automated calling system that will call you in the event you don't call us first! It's another added security measure that helps us keep your child safe!

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.

WHAT TO WEAR

Dress your child in comfy, casual, inexpensive play clothes. Play is your child's work and sometimes work can be messy! Gym shoes are safest and most protective for little feet. Sandals and flip flops become a safety issue both on the playground and in the building so, in the interest of keeping little toes safe, we ask that you not send your child to school in flip flops.

Dress for the weather and season. We go outside daily, weather permitting, as we feel fresh air and

exercise is very important to the health of a child - not to mention great fun!!

For emergencies we ask that you send an extra set of clothes in a plastic Ziploc bag labeled with your child's name. These clothes will remain at school. In the event that the extra clothes are needed, please wash them and return them to school the next day. Spills and bathroom accidents are a normal part of a preschooler's day and we like to be prepared!

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.

MEALS/SNACKS

The Kewanee Pre-K program provides meals for both the AM and PM classes as well as the all-day program at the Neponset site. If you think you may be eligible for free or reduced meals, you may fill out the free/reduced meal form available in the office. Meals are optional for all classes. You may choose to feed your child at home or send breakfast (or lunch) with them to school. (**NOTE:** If your child is eligible for free or reduced lunch and you choose to send a sack lunch that day please be sure to include a drink. While milk is included in a free/reduced lunch there is a cost of .30 per carton if you purchase it a la carte.)

Our program also provides daily milk and a snack for all classes free of charge. If you would like to send a treat or snack for a special occasion (like birthdays or holidays) it must be a pre-packaged item - nothing homemade, please! Many of our preschoolers have food allergies and we must be able to read labels to determine the safety of the food item.

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.

Special teacher request: No cupcakes, please! They are hard to eat in a pre-k classroom and the new colored frostings stain clothing and tables! Thanks for your help with this!

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.

PARENT-TEACHER CONFERENCES

We schedule parent/teacher conferences at school twice a year - in October and March - to discuss school progress. We use Work Sampling, an early childhood assessment tool to help us assess a child's learning.

All classes send home a weekly newsletter and our Parent Coordinator sends home a monthly newsletter and calendar which lists all upcoming events.

FAMILY NIGHTS

We hold monthly family nights allowing our families several opportunities throughout the year to interact with staff and visit the school. The Family Nights are usually theme-based and in an "open-house" style that helps accommodate busy schedules. At times we will plan a special event that will require using the facilities at the Kewanee High School. These family events are planned in advance and families will be given plenty of notice to make arrangements to attend.

One of the requirements of our grant is that we meet with our families, face-to-face, at least 4 times in a school year. Attending both parent/teacher conferences would count as two. You would then need to attend two more family nights to meet that requirement. Of course, we hope to see you at all of them!!

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.

Each child comes to school with a very different set of limits and expectations for social-emotional behavior. If a child has displayed behavior that disrupts, or causes harm to another, he/she is removed and asked to rest a moment in a special area available in each classroom. The goal of this "Safe Place" is to teach our preschoolers ways to de-escalate emotions before they become disruptive. These are skills that are helpful at school but also useful at home and in other social situations.

Behavior that causes physical harm to other preschoolers or staff (hitting, biting, spitting etc.) will result in a phone call to parents and/or a meeting to discuss behavior strategies.

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.

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.

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 or in discipline situations.

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

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.

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.

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.

TOYS

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

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.

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.

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.

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

- Bus Riders will only be allowed **one** address for pick-up and **one** address for drop-off. The addresses may be the same or different. (For example: your child may be picked up at your home and dropped off at a babysitter.)
- **You will not be allowed to request temporary changes!** If your child needs to be picked up or dropped off someplace different for one day, (or a week) it will be your responsibility to see that they get there. It is not fair to the bus driver or the other families to change the bus schedule on a daily basis.
- Have your child ready and watching for the bus ten minutes before the scheduled pick-up time. Five minutes may not seem like a long time to you as you look for your child's shoe, but if that happens to three different children, the bus will be running fifteen minutes late.
- **Call Kewanee High School at 309-853-3328 if you have any concerns about the bus or if your child will not be riding that day.** If you plan to pick your child up after school, let his/her teacher know that morning either verbally or in the form of a dated note. It is not enough to let your child know - we must hear from you directly if there will be a change that day.
- Be at your child's bus stop at least fifteen minutes before the scheduled drop off time. There may be days when the bus is running early due to absences etc. Children will not be allowed off the bus unless the parents or identified adult is present to receive him/her.
- If no one is present to pick up your child, he/she will be brought back to Lyle School, where you will then have to make arrangements to get your child.
- **Please keep in mind that riding the bus is a courtesy offered to us by the Kewanee School District. Your child will be eligible for bus services as long as this privilege is not abused.**

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

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

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.

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 nonschool 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,