

# Neponset Grade School Handbook

2023-2024

Principal: Dena Hodge-Bates



Home of the Neponset Bobcats

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## KEWANEE SCHOOLS PHILOSOPHY

District #229, 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 have a right to work and learn within a safe and caring environment.
9. We believe that all students can learn given sufficient time, appropriate support, and relevant, diverse educational experiences.
10. We believe that quality work is a necessity and that it involves being open minded, willing to risk, change and grow.
11. 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.
12. 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.

**Neponset Grade School Mission Statement:** At the Neponset Grade School we are committed to providing a positive, engaging, safe, and mindful learning environment that encourages responsibility, independence, digital citizenship, innovative thinking, and problem solving. We will strive to teach our students to be empathetic and resilient, lifelong learners.

**Neponset Grade School Vision Statement:** The Neponset Grade School will prioritize academic excellence, social-emotional well-being, and self-efficacy by becoming positive role models in their community.

**Neponset Grade School Core Values:** At the Neponset Grade School, we value and respect one's individual differences and diverse needs. We appreciate and value family involvement and communication. We value honesty, respect, determination, and inquiry. We encourage our students to be mindful; to be present in each and every aspect of their daily life and continue to be life-long learners. We are committed to instilling an appreciation of these values, as well as values of independence, accountability, and integrity among our students to ensure they become productive, independent, successful members of society.

## **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. Chris Sullens  
Superintendent, Kewanee Community Schools

DISCLAIMER: This handbook is a fluid document that will continue to reflect the most recent Kewanee Community School District 229 Board policies. Please visit the District website at [kcud229.org](http://kcud229.org) for updates

## STUDENT GUIDELINES

### **Behaviors We Expect To See**

1. Be Ready
2. Be Responsible
3. Be Respectful
4. Be Resilient

### **School Attitude**

School attitude is a mixture of:

1. **Courtesy:** Behaving graciously toward teachers, fellow students, visitors, and officials at school and athletic events.
2. **Pride:** Feeling sure that our school and its established traditions are worthy of respect and honor.
3. **Loyalty:** Being aware that a good school depends on the support of each student, staff member, and family members and that each student's achievements are important to the stakeholders.

### **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. At Neponset Grade School, Second Step, a Character Education Program is taught weekly to ensure education in these social-emotional areas.

honesty  
responsibility  
compassion  
enthusiasm  
forgiveness  
self-control  
empathy

integrity  
diligence  
respect for others  
fairness  
hard work  
respect for property  
resilience

### **Mindfulness**

At Neponset Grade School, Mindfulness is incorporated into the daily routine. Mindfulness is the ability to be fully present and aware of where we are and what we are doing in the present, rather than becoming overwhelmed by what is happening around us. Research shows that mindful practice decreases stress and anxiety, increases attention, improves interpersonal relationships, strengthens compassion, and improves cognitive functions. Each classroom is equipped with a mindful area which provides for a relaxing atmosphere with sensory items for manipulation. Mindfulness breathing, meditation, and yoga are incorporated into the daily routine, providing for a calm, compassionate learning environment.

### **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. It has been shown that a student's success in school and later in life is reflected in his or her attendance. By enabling each individual in the Kewanee Schools to be the best they can be, the Board of Education and administration have set an attendance policy which fosters the success of each individual in preparation for their future goals and plans.

## **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal.

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

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

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 309-594-2306 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.

### **Excused Absences**

1. Under the School Code of Illinois 26-2A, only the following are considered excused absences:
  - a. Personal illness;
  - b. Death in the family;
  - c. Observance of a recognized religious holiday;
  - d. Reasons approved by the school administrator. Other absences from school are considered unexcused. The school principal has the right to determine what constitutes an excused absence.
2. Parents are asked to minimize doctor appointments during class hours unless there is an emergency.
3. Upon returning after the second mental health day is used (mental or behavioral health), the student will be referred to the appropriate school support personnel (i.e., counselor, social worker, school nurse, etc).
4. All student absences must be reported by parent or legal guardian to the office by phone. If no communication has been made by the parent, the student must report to the office on the day following an absence with a written note from parents/ guardians and/or doctor's statement for an admit. Students will be considered truant unless the absence is cleared through the office within 24 hours upon the student's return to classes regardless of circumstances. Excessive absences will be referred to the principal by the teacher for review and parental contact.
5. Students who become ill during the school day are to get a pass from their classroom teacher and report to the office. The office will keep a log of all students who report for attention. Repeated trips to the office for illness may lead to parent conferences.
6. If a student needs to leave early or arrives late to school, the student must report to the office, present a note from the parents, and sign in or out and secure a pass.
7. After a student has missed 3 consecutive days of school, a doctor's note will be required to excuse the child.
8. A student must be in attendance by 11:00 a.m. to be eligible to participate in a District extracurricular activity. Emergency situations shall be given due consideration.

## Pre-Excused Absence Policy

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

## 5-Day Absence Policy

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

## Tardiness

Tardiness to class will be enforced by the teacher of the class. If tardiness becomes habitual disciplinary action will be taken. Please send a written explanation with your child when he or she is tardy.

## School Hours

Neponset Grade School is in attendance from 8:00 a.m.- 3:07 p.m.

Students should not come to school until fifteen (15) minutes prior to the opening of school except as follows:

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

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

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

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

## Discipline

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. Every student is responsible for his or her own actions. Understanding the purposes of discipline in school creates positive attitudes and assists students in making themselves better persons and the school a better place.

So that Neponset Grade School can maintain the best learning environment possible, the following expectations exist:

- A. Appropriate school behavior:
  1. Classroom behavior that assures the right of every student to learn and the right of every teacher to teach.
  2. Appropriate out-of-classroom behavior demonstrates respect for the personal and property rights of other students, faculty, and staff.
- B. Arrival at school and to class on time and ready to learn.

- C. Daily school and class attendance.
- D. Appropriate use and care of the buildings, facilities, instructional materials, and technology equipment of the school.
- E. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
- F. Adherence to acceptable standards of courtesy, decency, and morality, and compliance with provisions of civil law.

### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.



1. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

### **When and Where Conduct Rules Apply**

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

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

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. 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.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. 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.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol 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.

## **Corporal Punishment**

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

## **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

## **Gang & Gang Activity Prohibited**

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

## **Re-Engagement of Returning Students**

The building principal or 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.

## **Disciplinary Options**

The following is a culmination of disciplinary measures that may be taken due to inappropriate, unacceptable, disruptive, and/or threatening behaviors.

- Loss of Privileges
- Teacher Detention: 10-20 minutes
- Lunch Detention: 10-20 minutes
- Office Detention: 20-60 minutes
- In School Suspension: This will be used as an alternative to suspension from school. Students who are assigned in-school suspension can receive full credit for completed work, but are prohibited from attending or participating in District #229 activities on the day ISS is served. This includes all District #229 athletic practices and games.
- Saturday Academy: 3 hours

- Out of School Suspension: .5-10 days (A student may be suspended for threatening or disrupting the educational setting. A suspended student is prohibited from being on school grounds or taking part in extra-curricular activities. However, suspended students will be provided the opportunity to complete all work and given full credit for work completed during their suspension.
- Seizure of Items
- Loss of bus privileges
- Recommended for Expulsion: Determined by the Board of Education for chronic or severe offenses
- Notification of the police and /or juvenile authorities whenever the conduct involves breaking the law, illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
- Transfer to an alternative learning program for a period of exceeding 10 school days. Parents will be consulted in this decision. The final decision concerning placement will be that of the faculty and administration.
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.

## Detentions

When a teacher issues a student a detention, the student is expected to serve the detention. If the student does not serve the detention, other harsher, disciplinary measures will be given. Detentions will be served before or after school in the teacher's classroom. Office issued detentions will be served in the office. The following rules will apply in the detention hall.

1. Students will report to the detention hall with a schoolbook, pencil, paper, and class assignments to be completed.
2. Students will study while they are in detention.
3. Students who talk or use other means of communication with other students will not be given credit for the detention served. Permission will not be given to talk.
4. Excuses will not be accepted from students who are late to the detention hall. Students late to detention will not be admitted to the detention hall and will not receive credit for the detention. They will be issued an additional detention.
5. Any student who disrupts the detention hall will be instructed to leave and will not receive credit for serving the detention and will receive an additional detention.
6. Students who have missed a detention will not be allowed to participate in extracurricular activities until the detention or detentions are served.
7. Most infractions will be handled in the classroom by using Teacher Issued Detentions (TED) (15-30 minutes). These infractions will be served in the classroom of the teacher issuing the detention. If a student receives 2 Teacher Issued Detentions (TED) in one day, or fails to serve a Teacher Issued Detention (TED), then the student will receive an Office Issued Detention (1 hour). For more serious infractions students may receive an Office Issued Detention (OFD). If a student receives 2 Office Issued Detentions (OFD) in one day or fails to serve an Office Issued Detention (OFD), then the student will be placed in In-School Suspension (ISS). Failure to cooperate in In-School Suspension (ISS) may result in assignment of Saturday School (9 a.m. to 12:00 p.m.) or Out of School Suspension (OSS). For serious infractions Out of School Suspensions will be used as well.

TED > Served = Completed  
 TED > Not Served or 2 TED/day = OFD  
 OFD > Served = completed  
 OFD > Not Served or 2 OFD /day = ISS  
 ISS > Served = Completed  
 ISS > Not Completed = Saturday School or OSS

## Saturday Academy Procedures and Rules

Students shall check in with the supervisor at the South (Administrative) entrance of the building.

- Parents and students will be notified of Saturday school expectations prior to the date to be served.
- Students shall check in with the supervisor at the front northeast entrance of the building.

If a student refuses to work or follow rules, the student will be dismissed and another Saturday school will be assigned or Out of School Suspension will be assigned.

## In-School Suspension Procedures and Rules

- Students are to remain seated at all times.
- Students are not to talk without permission.
- Students are expected to stay busy at their seat doing assigned work.
- Students will stay awake at all times and may be asked to stand up if they cannot stay awake.

- All homework assigned during in-school suspension is due the next school day.
- Students are not allowed to leave the room except at designated times or with the permission of the in-school supervisor.
- Students cannot return to their lockers.
- Students in I.S.S must get all their work from their teachers the day before I.S.S.
- Students must bring paper, pencil, and all books.
- FAILURE to follow all of the above rules may lead to further punishment, loss of privileges, or out of school suspensions. In most cases the student will be sent home when excessive misbehavior occurs. I.S.S will be made up at the next I.S.S date

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program given all interventions and support services have been exhausted. 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.

### **Suspendable/Expellable Offenses**

Discipline situations that deal with violence, weapons, possession, use, or distribution of illegal drugs or look-alikes, bullying and sexual harassment are all offenses that have the capability of disrupting the safety and learning environment and therefore, could require a consequence of an out of school suspension up to ten school days. Offenses like these may also lead to expulsion from school. The Kewanee Board of Education determines all decisions regarding student expulsion.

- **Only in the instance that the behavior is threatening and disrupting to the learning environment and/or the safety of others, will an out of school suspension/expulsion be considered.**
- **In the instance that disciplinary interventions and support services have been exhausted and the student's continuing presence in the school setting poses a threat to the safety of others or disrupts, impedes, or interferes with the operations of the school, an out of school suspension or expulsion will be considered.**

### **Disciplinary Interventions:**

1. In School Suspension or other in-school alternative environments
2. Individualized Behavior Plan
3. Social Work
4. Character Education Program (Second Step/Mindfulness)
5. After School Program
6. Loss of Privileges
7. Incentive Program
8. Detention
9. Parent Notification/Involvement
10. School Assemblies/D.A.R.E.
11. Functional Behavioral Assessments
12. MTSS/Behavioral Intervention Plan
13. De-escalation Measures
14. Reflection Sheets
15. Removal from peers
16. Conference with Administration
17. Safe Zone
18. Mindfulness

### **Appropriate and Available Support Services:**

Examples:

- Counseling or social work services
- Tutoring to facilitate make-up work
- Placement in alternative school or program
- Referrals to outside resources
- Online Coursework
- Therapeutic recreation
- Wrap-around services
- Rehabilitation counseling
- Community Resources
- In-School suspension or other in-school alternative environments

## **DUE PROCESS**

All students in the school 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.**

## **Conflict Resolution**

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 building administration.**
- 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.**

## **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.

## **School Dress Code & Student Appearance**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
  - It would be impossible to list all dress code infractions; keep in mind that the Administration reserves the right to determine the appropriateness of all clothing, regardless of the fact that a specific rule is not listed here.

## **Bullying**

All students have the right to an educational atmosphere that is free from verbal and/or physical abuse. Bullying is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created with the bully being stronger (or perceived to be stronger) than the victim and which causes a disruption to the learning environment. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts, or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. This also includes the encouragement of prodding of other students to engage in these types of aggressive behaviors.

These behaviors are, but are not limited to:

- Physical: hitting, kicking, grabbing, spitting
- Verbal: name calling, racist remarks, put-downs, extortion, sexual innuendos
- Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding or destroying another's papers or other possessions
- Written: threatening email, texts, notes, and/or graffiti
- Coercion: forcing other students into acts against their wishes.

### **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/school administrator 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*.

### **Smoking and Using Tobacco on School Property**

The Board of Education prohibits smoking and using tobacco on school property. Tobacco shall mean cigarettes, cigars, pipes, vapes, 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.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Student Searches**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.



## Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## Sexual Harassment

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with a student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment; or
  - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes, or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Boys and girls during their adolescence may frequently be tempted to display inappropriate behavior toward the opposite/same sex. Although boys and girls may laugh as though they enjoy the attention that this brings they may not like this attention. Students are warned that harassing students of the opposite sex will not be tolerated. Students who feel harassed should try the following techniques to stop the harassment.

- Get away from other students who engage in this type of behavior and seek out new friends.
- If the behavior persists, tell them to stop the behavior immediately.
- If the behavior persists, tell an adult in the school or report the behavior to the principal.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the building principal or nondiscrimination coordinator. 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 nondiscrimination coordinator, or building principal for appropriate action.

### *Nondiscrimination Coordinator:*

Name                      Dr. Chris Sullens, Superintendent  
Address                    1001 N. Main St., Kewanee, IL 61443  
Telephone No.            309-853-3341

Name                      Mrs. Dena Hodge-Bates, Neponset Grade School Principal  
Address                    201 W. Main St. Neponset, IL 61345  
Telephone No.            309-594-2306

## **POLICY / LEGISLATION**

### **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/](http://www.isp.state.il.us/)

### **Equal Educational Opportunities**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity 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.

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.

### **Gender Equity**

No student shall, on the basis of gender, 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.

### **Homeless Students**

Homelessness exists in our community. A combination of high housing costs and poverty causes many families to lose their housing. Many young people leave their homes due to abuse, neglect and family conflict. Children and families who have lost their housing live in a variety of places, including motels, shelters, shared residences, transitional housing programs, cars, campgrounds and others. Their lack of permanent housing can lead to potentially serious physical, emotional and mental consequences. The school district will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. The district will also follow the requirements of the McKinney-Vento Act.

### **Safety Drill Procedures and Conduct**

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

## **Internet USE POLICY for Kewanee Community Unit 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 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.

**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 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 email chain letters.
11. Spamming email 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 or 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**

Kewanee Community Unit School District 229 users are responsible for:

- Honoring acceptable use policies of networks accessed through Kewanee Community Unit School District 229's Internet and e-mail services.
- Abiding by existing federal, state, and local telecommunications and networking laws and regulations.
- Following copyright laws regarding protected commercial software or intellectual property.
- 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.
- 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.

**Use of Privately Owned Technology on School Premises**

The Kewanee Community Unit School District #229 is providing the following policy and permission form for the express use of privately owned computers (Handhelds, Palm Pilots, Laptops, and similar devices) on District Premises.

1. Before personal computers can be connected to the district network, computers must be checked by the District Technology Department. All acceptable use policies requirements must be followed, in addition to the requirements listed in this document.

## 2. Liability Issues:

- A. Legal license is required for all software.
- B. District insurance will not cover any expenses associated with loss or destruction of personal computers.
- C. Financial restitution will be required when due care is not followed and the infrastructure is harmed.
- D. The district is not responsible for damage or unauthorized access to the machine or the data it contains.
- E. The district may examine the laptop and search its contents, if there is reason to believe that district policies, rules, or regulations have been violated.
- F. The district reserves the right to deny the use of any personal computer because of possible interference with curriculum-based devices, possible interference with the operations of the facilities.

## 3. Network Issues:

- A. Approved network card required before connection to the network.
- B. No wireless routers or Access Points will be allowed or remain in any district building.
- C. Approved IP address must be obtained from the District Technology Department.
- D. Access to secure and encrypted networks will not be allowed.
- E. File sharing (PtoP) and excess downloading will not be allowed.
- F. Users may not access their personal online subscriber services using the District network or telephone lines. This includes email and chat.
- G. The playing, downloading of games, music, or other entertainment on the laptop is prohibited on District Premises.

- H. The District reserves the right to deny the use of any personal computer that draws electricity because of possible interference with wireless network technologies.
- I. District approved virus software must be running and up to date on all personal computers.
- J. Personal computers are subject to the provisions and policies of the Kewanee Community Unit School District #229.

## 4. Personal Issues:

- A. A parent or guardian must provide written permission for a student to bring their personal computer for school.
- B. The user must take full responsibility for setting up and maintaining the machine, charging it, etc.
- C. When personal computers are not in the user's possession, they must be secured in the student's locker.
- D. Laptops must never be left unattended. Laptops may not be left on district property over vacations. Laptops must go home with users daily.
- E. Sound must be turned off, except when it is used as part of the class.
- F. Users' selection of appropriate, tasteful screensavers and wallpaper is expected.
- G. If a user uses a personal computer in an inappropriate manner, they will lose the privilege of bringing it on District Property.
- H. Users are expressly forbidden from using a personal computer in class, except when otherwise directed by the instructor.
- I. Use of a personal computer in class is up to the instructor.
- J. Use of a personal computer on district property is up to the building supervisor.
- K. Use of a personal computer anywhere on district properties is up to the Technology Department.
- L. Any use granted a user can be revoked at any time by the Technology Department without reason.
- M. Personal computers are expressly forbidden during an exam. If you are caught using one to cheat, you will receive a zero, and may be subject to further disciplinary action.

## 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 with a fever in the morning. It is recommended that a child stay at home for 24 hours after the temperature returns to normal. Remember, sending your sick child to school only spreads germs 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 ten days of absence from school for the semester, a doctor's or school nurse's excuse will be required for each absence thereafter. Failure to return to school with a written excuse from the doctor or nurse will result in an unexcused absence; each unexcused absence will be considered truant.

## **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.

## **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 before medication can be administered.
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.

## **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 treating 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.

## Bus Transportation

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

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

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. For questions regarding school transportation issues, contact: Randy Cernovich or Cali Tuttle at 309-853-3328.

## **Bus Discipline Procedures**

1<sup>st</sup> Offense: The bus driver will warn students whenever they fail to comply with the rules.

2<sup>nd</sup> Offense: The bus driver will turn in a written misconduct report to the principal. Parents will be notified.

3<sup>rd</sup> Offense: The bus driver will turn in a written misconduct report to the principal. Parents will be notified. Disciplinary action will be taken of either detention or modified suspension.

4<sup>th</sup> Offense: Suspension from riding the bus for 1-10 consecutive days. The principal shall contact the parents prior to the suspension. (Suspension will be considered if the behavior is threatening and disruptive to the driver and passengers.)

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

## **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. 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.

## **Parent-Teacher Conferences**

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

## **Teaching Styles**

Teachers teach using differing styles of teaching just like parents parent differently and students learn differently. No two teachers are exactly alike. Part of the characteristic of American education is the variety of styles that children can experience over the course of their education. This should be viewed as a strength rather than a weakness. Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.
- If you would like to receive any of this information, please contact a school official.

## **Surveys by Third Parties**

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

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

## **Surveys Requesting Personal Information**

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

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

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.

## **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 has 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.**Instructional Materials**

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

## **Employee Code of Conduct/Faith's Law Notification**

The Board of Education has established an employee code of conduct. Any parent/guardian wishing to review this policy can visit the school's website at [www.kcud229.org](http://www.kcud229.org).

## **Textbooks**

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

## **Instructional Materials**

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

## **Homework**

Homework may be required of students at many grade levels on a daily basis. Homework can help a student develop the habit of independent study, give practice in basic skills, and help learn the need for budgeting time. It is not given for the sake of keeping the student busy. All students in kindergarten through grade 8 will receive a student planner to keep track of daily assignments. Folders will be used to keep track of homework and communication from the teacher.



## Suggestions of Study

Good study skills can help students become more efficient and, therefore, successful. These techniques for learning become routine when regularly practiced. Have a quiet place to do your homework where there is a well-lighted desk or table and a comfortable, straight chair. The kitchen or dining room table is just fine! Please read to or with your child each day for at least 15 minutes. Even though students may have a study hall, they should complete/attempt homework the day it is assigned. A study hall is not adequate to satisfactorily complete assignments the next day. Unplanned schedule changes could occur, leaving them without a study hall.

## Mandated Units of Study

Internet Safety: Grades 3-8

Social Studies:

- Kindergarten: My Social World
- First Grade: Living, Learning, and Working Together
- Second Grade: Communities Near and Far
- Fourth Grade: Our State, Our Nation
- Fifth Grade: Our Nation, Our World
- Sixth Grade: The Ancient World
- Seventh Grade: The United States Through Industrialization
- Eighth Grade: The United States Through Modern Times/American Patriotism

Abduction Education: K-8

Anabolic Steroid Abuse Prevention: 7th and 8th Grade

Drug and Substance Abuse Education: K-8

Teen Dating Violence: 7th and 8th Grade

Violence Prevention and Conflict Resolution: K-8

Civics: 8th Grade

Women in History: K-8

Black History: K-8

Holocaust/Genocide Education: 4th and 8th Grade

History of Disabilities/People with Disabilities/Disabilities Rights Movement: K-8

Cursive Writing: 4th and 5th Grade

Conservation of Natural Resources: 2nd, 4th, and 7th Grade

Math: K-8

Science: K-8

Language Arts, Reading, Communication: K-8

## Curriculum

**ELA** (English-Language Arts/Reading/Writing): K-5th Grade- Wit and Wisdom

**Phonics:** K-2nd Grade- 95% Group

**Math:** ISBE Math Scope and Sequence/Go Math/Eureka

**Social Science:** K-5-Scholastic/Discovery Education/6th-8th-Discovery Education

**Science:** K-2-PhD Science/3rd-5th-Mystery Science/Discovery Education/6th-8th- Integrated Science/Discovery Education

## Body Safety

Your child will be participating in the Children's Body Safety Program (Erin's Law). This program, presented by Freedom House educators, will provide your child with age appropriate information about personal body safety. This presentation will introduce the curriculum, No, Go, Tell. If you have any questions or concerns about the program, please contact the building administrator.

## Physical Education

Due to a federal regulation, all the physical education classes are co-ed. Physical education begins at kindergarten and continues through eighth grade. Physical conditioning of each student is stressed along with safety, team building, procedures, rules, and fun. Incorporation of a wide range of interests along with activities that will carry over in future years is the basis of the physical education program. Please be sure your child has appropriate clothing and shoes for participation.

### **Exemption from Physical Education Requirement [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.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.<sup>[1]</sup>

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.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:<sup>[2]</sup>

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

### **Student Assistance Program (MTSS: Multi-Tiered System of Support)**

Neponset Grade School offers assistance to regular education students in the areas of academics, organization, and social and emotional difficulty through the building MTSS Team (Multi-Tiered System of Support). Parents or guardians can make requests for assistance at any time during the school year.

**TITLE I Program  
Kewanee CUSD #229  
Kindergarten – Grade 8**

**Title I Goal:** The goal of Title I is to achieve high achievement from all students and to help students reach grade level in math and language arts(reading, writing, grammar) in grades Kindergarten through 8. Students meet a Title I funded teacher or paraprofessional in small groups according to their learning needs and/or in classroom groups during language arts or math instruction. Students are also encouraged to read at home for a minimum of thirty minutes daily or be read to for at least fifteen minutes daily.

**Title I Procedures:**

- All parents, grandparents or guardians of students participating in the district's school-wide Title I program will receive a Title I informational newsletter. Parents, grandparents or guardians of students who receive a small group, specific assistance will be informed with a letter. In the Spring, the board of education will be given a report on the upcoming year's Title I plans.
- All parents, grandparents or guardians will receive a Parent/Teacher/Student Compact at the Fall district student registration.
- All parents, grandparents or guardians will be given up-to-date information about their child's progress in the form of quarterly report cards, phone calls as needed, parent/teacher conferences, school report cards and test results.
- Two parents from each school are asked to participate in the School Parent Advisory Board that will meet at 6 PM the Thursday evening of parent-teacher conferences at The Kewanee Schools Administrative Office to help discuss the Title I program and school improvement plans.

5/22/22

**Special Education**

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.

**Education of Children with Disabilities**

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 22<sup>nd</sup> 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. For further information, please contact the building principal. For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

## 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 the building principal.

## Extra Curricular Activities

### ELEMENTARY SCHOOL

Tackle Football (5<sup>th</sup> and 6<sup>th</sup>)  
Volleyball (5<sup>th</sup>-8<sup>th</sup>)

Basketball (5<sup>th</sup>-8<sup>th</sup>)  
Track (5<sup>th</sup>-8<sup>th</sup>)

### JUNIOR HIGH SCHOOL

Tackle football  
Wrestling  
Track  
Scholastic Bowl

Cheerleading  
Volleyball  
Basketball

## Junior High Eligibility for ExtraCurricular Activities

Eligibility is turned into the office on Friday and affects the following Monday through Sunday. If a student is ineligible for any 3 weeks during the season, they may be removed from their respective team or organization at the discretion of the coach and administration. During their week of ineligibility, they are allowed to attend practices but not participate in any games. The coach of the sport can make specific team rules about participation in practices.

To remain eligible, students may not fail more than one subject in any one week. Failure to meet these criteria will result in a week of ineligibility. In Track, Neponset is a member of IESA. IESA eligibility states students may not fail any subjects in order to participate. We follow IESA policy during track season. Any student in track that is ineligible may not travel to an away contest. If a student, in any sport, has excessive ineligibility, he/she may not travel to away contests. If a student athlete is suspended it could affect planning time depending on the severity.

A nonpublic student, who attends a District school for at least one-half or the regular school day, excluding lunch, shall be eligible to participate in extracurricular activities, provided his or her participation adheres to regulations established by any athletic association in which the School District maintains membership. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulation, and rules that are applicable to other participants in the activity.

Students who are retained in either 7th or 8th grade will not be considered academically eligible to participate in extracurricular activities for the following school year.

## Extracurricular and Athletic Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

## Requirements for Participation in Athletic Activities

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.

4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy; and
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

### **Illinois High School Association**

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

### **Academic Eligibility**

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain an overall passing grade point average. Any student failing to meet academic requirements will be suspended from the sport or activity for 7 calendar days or until all academic requirements are met, whichever is longer.

### **Absence from School on Day of Extracurricular or Athletic Activity**

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the designated teacher, sponsor or coach.

### **Travel**

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

### **Code of Conduct**

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

**The student shall not:**

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;  
or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any 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 detrimental effect on the student's or students' physical or mental health;
3. Interfering with the student's or students' academic performance; or
4. Interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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.

## Due Process Procedures

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
  - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
    - A specified period of time or percentage of performances, activities or competitions;
    - The remainder of the season or for the next season; or
    - The remainder of the student's school career.
  - b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:

First violation

    - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
    - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
    - The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

Second violation

    - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
    - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
    - The student may be required to practice with the group (unless suspended or expelled from school).

Third violation

    - Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
    - Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
7. The appropriate administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Principal or Principal's designee.

All students remain subject to all the School District's policies and the school's student/parent handbook.

## **Drug and Alcohol Testing Program**

The School District maintains an extracurricular and athletic drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular and athletic activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent/guardian must consent to random drug and alcohol testing in order to participate in any extracurricular or athletic activity. Failure to sign the School District's Consent to Participate in Extracurricular Drug and Alcohol Testing Program form will result in non-participation.

If a test is positive, the student may not participate in extracurricular or athletic activities until after a follow-up test is requested by the building principal or designee and the results are reported. The building principal or designee will request a follow-up test after such an interval of time that the substance previously found would normally be eliminated from the body. If this follow-up test is negative, the student will be allowed to resume participation in extracurricular and athletic activities. If a positive result is obtained from the follow-up test, or any later test, the same previous procedure shall be followed.

No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the School District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

### **Honor Students**

At the conclusion of each nine-week period, progress reports will be examined and the following standards will be followed to determine our honor students.

**HIGHEST HONORS** All A's

**HIGH HONORS** All A's and No more than 2B's

**HONORS** All A's and B's

All honors levels also require that elementary students are making satisfactory progress in 80% or more of their non-graded subject areas.

### **Retention**

Students may be retained if, in the judgment of the teacher(s) and the administration, they have not learned the skills needed to progress to the next grade level and it is thought that another year in the same grade would enable the skills to be learned. Retention is more common at the lower grades and is not to be thought of as failure . . . merely as an opportunity to succeed. The parents of all students being considered for retention will be notified of this possibility by the end of the third quarter. Teachers will use benchmarks, standardized and teacher created assessments to make these determinations. Social promotion or promotion due to age, ability, physical size or maturity is against Illinois school code and will not be practiced.

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

### **Junior High Promotion Requirements**

The criteria for promotion in junior high are set on a point scale. The core subjects of Language Arts, Literature, Math, Social Studies, and Science are worth two points each. If the student has a yearly passing average of sixty per cent or higher, they will receive their two points for that subject. The supporting classes of Art, P.E., and Enrichment are worth one point each. If the student average is sixty per cent or higher, they would receive one point for that subject. If a student passes all their classes, they would receive a maximum of fourteen total points. The student must have eleven total points to be promoted. If a student fails one core class, but has eleven or more points, they would be encouraged to sign up for summer school.

If a student fails two core classes, summer school will be mandatory to be promoted, and the student will not be allowed to participate in promotion exercises. If a student fails three or more core classes and supporting classes and their point total does not total eleven, the student will be retained.



Students must also pass the U.S. Constitution Test in accordance with Illinois State law to be considered for promotion. The parents of all students being considered for retention will be notified of this possibility at the end of the second quarter. Letters will also be sent to parents near the end of the school year to clarify the point total for their student and their status for participating in the promotion ceremony.

At the junior high level, 30 or more days of absences per year may be cause for retention. For this purpose, "absences" includes all absences, whether or not excused, (except absences explained as necessary in a doctor's statement) and all periods of suspension out of school. Loss of credit or retention may be reviewed by the Board of Education upon recommendation of the Superintendent. Students who must attend summer school may have the decision to repeat a grade delayed to see if performance in summer school has improved.

## **Academics**

### **ELEMENTARY AND JUNIOR HIGH GRADING STANDARD (Grades 1-8) GRADE EQUIVALENT**

A 100 - 90 - Excellent Progress  
B 89 - 80 - Above Average Progress  
C 79 - 70 - Average Progress  
D 69 - 60 D - Below Average Progress  
F 59 - 0 - Unsatisfactory Progress

## **Breakfast and Lunch Programs**

Neponset Grade School 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. Students will receive a personalized account card to use for meals. Some families find it difficult to pay for their child's meals at school. In order to ensure that all children receive a nutritional meal, Kewanee Schools offer a free-reduced price program. Applications for this program must be completed by the parent and forwarded to the Food Service Office at Kewanee High School.

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

Students are expected to display appropriate table manners and respectful behavior with others and to follow lunchroom procedures.

## **Procedure for the Waiver of Fees**

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular or extracurricular programs due to the inability of their parents or guardians to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs.
2. The student's parent is a veteran or active duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present.

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

### **Computer Education**

The Kewanee Schools provide a computer literacy program for students in grades K-8. The curriculum is designed to educate students on digital citizenship. Digital citizenship refers to the responsible use of technology by anyone who uses computers, the Internet, and digital devices to engage with society on any level. The curriculum focuses on six topics: media balance and well being, privacy and security, digital footprint and identity, relationships and communication, cyberbullying, digital drama, and hate speech, and news and media literacy.

### **Library**

Books are available in each classroom to be checked out. Students are responsible for material they check out. Students are subject to a fine when they have overdue material(s). The Neponset Grade School also may utilize the Neponset Public Library. Upon registration, all students sign up for a Neponset Public Library card.

### **Visiting the School**

Please make prior arrangements with the teacher and/or the principal at least 24 hours in advance if you would like to observe a class or meet with the teacher(s) and/or the principal.

Parents are encouraged to visit. On occasion, conferences will be called by a staff member or requested by the parent when it is necessary to discuss concerns of the child. Guests of students other than parents need to be pre-approved by the principal. Students and teachers should immediately direct visitors, strangers and vendors who enter the school building to the main office. When visiting, we ask that you follow these guidelines:

1. Parents must give the teachers prior notice of the visit.
2. Limit the time of the visit to one hour or less.
3. Arrange a babysitter for your other children.
4. Wear a badge provided by the office, indicating you are a visitor.
5. Sign in and out on a form located in the office.
6. Remember a visit is for class observations, not a conference time with the teacher.

### **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

#### **1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the

building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

**2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has

succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**6. The right to prohibit the release of directory information.**

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

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

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

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

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

**8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

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):
  - o School officials with legitimate educational interest;
  - o Other schools to which a student is transferring;
  - o Specified officials for audit or evaluation purposes;
  - o Appropriate parties in connection with financial aid to student;
  - o Organizations conducting certain studies for or on behalf of the school;
  - o Accrediting organizations;
  - o To comply with a judicial order or lawfully issued subpoena;
  - o Appropriate officials in cases of health and safety emergencies; and
  - o 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

### **Field Trips**

Teachers are encouraged to take their classes on educationally-oriented field trips. Permission slips will be sent home whenever your child's teacher contemplates such a trip. Expenses for the trip will be listed in the permission slip.

### **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.

### **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. Bicycles are to be walked on and off school grounds. Students may not ride double on bicycles. Students who do not obey bicycle rules may not be allowed to bring bicycles to school.

### **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.

## **Safety Between Home and School**

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

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

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

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

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

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

## **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 210 Lyle 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.

## **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.

## **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. Chris 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."

**Neponset Grade School  
KEWANEE CUSD #229**

**SCHOOL-PARENT COMPACT**

From the Parental Involvement: Title I, Part A Non-Regulatory Guidance (May 16, 2023)

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

This school-parent compact is in effect during the school year 2023-2024. Provisions bolded in this section are required to be in the Title I, Part A school-parent compact.

**School Responsibilities**

**Neponset Grade School will:**

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
  - Neponset Grade School will provide high quality curriculum and instruction by using Illinois Learning Standards and research based materials that will be taught to students by highly qualified teachers in a supportive and effective learning environment.
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:
  - Neponset Grade School will hold an orientation open house before school begins each year.
  - Neponset Grade School will hold Parent-Teacher Conferences at the end of the first and third quarter of each school year.
3. **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:
  - Parents will receive benchmark report cards four times a year.
  - Parents will be invited to a MTSS (Multi-Tiered System of Support) meeting if their child is falling below the benchmarks. These meetings are held quarterly.
4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:
  - Teachers are usually available daily from 7:30-8:00 AM and 3:10-3:30 PM. When needed conferences can be scheduled at a mutually agreed upon time.
5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities,** as follows:
  - Parents are offered the opportunity to become part of the school volunteer program after they have been fingerprinted, gone through a criminal background check and are approved by the board.

**Parent Responsibilities**

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

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



## Student Responsibilities

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

- 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 form
- Comply with school rules
- Attend school regularly
- Respect the personal rights and property of others
- Read at least 30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school.

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

*PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED*

## Neponset Grade School Student/Parent Contract

Please sign and return to your child's teacher by August 31st.

### Student Contract

- ☐ I agree to do my best.
- ☐ I agree to attend school daily.
- ☐ I agree to complete my assignments when due.
- ☐ I agree to do quality work.
- ☐ I agree to do my own work.
- ☐ I agree to follow the school's eLearning Plan if one is implemented due to inclement weather or other reasons.
- ☐ I agree to treat others with respect and kindness.
- ☐ I agree to get on my teacher's Google Meets when scheduled and watch instructional videos.
- ☐ I agree to attend the Bobcat Academy if I need help with assignments.
- ☐ I agree to ask my teacher for help.
- ☐ I agree to be mindful of my experiences.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Parent Contract

- ☐ I agree to ensure my child attends school daily.
- ☐ I agree to ensure my child completes homework.
- ☐ I agree to communicate with my child's teachers and administrators.
- ☐ I agree to look at Skyward weekly to check grades and missing assignments.
- ☐ I agree to signing up my child for the Bobcat Academy After School Program if assistance is needed.
- ☐ I agree to attending family events at the school.
- ☐ I agree to set up a learning schedule for my child at home if eLearning is implemented due to inclement weather or other reasons.
- ☐ I agree to **NOT** do my child's work, but assist them when learning at home.
- ☐ I agree with being involved in my child's education.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## NEPONSET GRADE 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 found on pages 16-18 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.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

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 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 Neponset Grade School office.

Student Name \_\_\_\_\_ Teacher/ Grade \_\_\_\_\_

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 Neponset Grade School. I understand that this image will only have my child's name attached unless additional permission is given at the time of publication.

Yes

No

- Incorporate a recognizable digitized image, still or video, on a Kewanee school or district website, along with their first and last name to publicize an event, award or activity at Neponset Grade School.

Yes

No

- Use my child's first and last name on our school or district internet page in connection with student work, list of awards or reporting of any event or activity at Neponset Grade School.

Yes

No

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: If your child's name or picture accidentally appears on the school or district website, Please contact Neponset Grade School immediately and it will be removed. Thank you**

Kewanee Community Unit District 229

Parent/guardian Extra Curricular/Bus Transportation Policy Sheet

This is to acknowledge that both my child and I have received and read the Neponset Grade School Bus Rules.

_____		_____	
Student Name		Parent/Guardian Name	
_____	_____	_____	_____
Signature	Date	Signature	Date

Failure to sign and return this sheet will result in your loss of opportunity to ride the Kewanee Community Unit District 229 buses.

**Aggressive Behavior Reporting Letter and Form**

Dear Parent(s)/Guardian(s):

Please be advised that your child engaged in behavior that, if repeated, could escalate into aggressive behavior, such as bullying. Illinois law requires school districts to notify the parent or guardian of a child who demonstrated behaviors that put him or her at risk for aggressive behavior.

The School Board policy on student behavior prohibits a student while at school or a school-related activity from: (1) engaging in any kind of bullying or aggressive behavior that causes physical or psychological harm to someone else, and/or (2) urging other students to engage in such conduct.

This early notification is intended to help all of us work together to avoid repetition of the behavior.

Student \_\_\_\_\_

Incident date \_\_\_\_\_

Incident location \_\_\_\_\_

Incident time \_\_\_\_\_

Reported by \_\_\_\_\_

Reporting date \_\_\_\_\_

**Description of the behavior:** *(Reporters, be specific. Describe what happened, what harm resulted, the child's explanation, and any known or suspected causes for what happened.)*

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**Follow-up conference:** I or someone from my office will telephone you to schedule an in-person meeting or telephone conference to discuss what occurred and ways to help your child, (1) be aware of how others were affected by the behavior, and (2) to understand boundaries and manage conflict.

**The following consequence(s) or intervention(s) is/are recommended:**

Counseling or other support services for your child.

Providing opportunities for all individuals involved in an incident to reach a resolution.

Enabling your child to make amends for the harm caused.

Suggesting your child receive non-District affiliated services.

\_\_\_\_\_

The District is committed to helping those involved learn from this experience.

Dena Hodge-Bates

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date