

Bruning Elementary School



STUDENT HANDBOOK

2020-2021

Wilmington Elementary Handbook
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MISSION STATEMENT

The **District** mission is to unite school and community for excellence in education.

The mission at **Bruning Elementary School** is a commitment to creating a positive environment for the educational needs of the whole child through a clearly defined program that utilizes a variety of materials and approaches to empower each child to realize his or her fullest potential.

It is the mission at **Lester J. Stevens Intermediate School** to provide a nurturing environment in which students are offered the opportunity to learn the essential curriculum, which consists of the knowledge, skills, and values that children need to become productive members of our society.

PHILOSOPHY

The Board of Education believes that the primary obligation for developing self-discipline, responsibility, and respect for other people rests with the parents. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits, and behavior and must provide a proper climate for learning; therefore, it strives to work cooperatively with parents in the pupil's development. Teachers want all students to learn, but their efforts can be thwarted by disruptive students. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those and other students in the school. In order to meet this shared responsibility for the maintenance of good behavior--

Parents should:

- Communicate regularly with the school concerning their child's conduct and progress.
- Insure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
- Provide their child with the resources needed to complete class work.
- Assist their child in being well groomed and clean, and teach their child healthy habits.
- Bring to the attention of school authorities any problem or condition that affects their child or other children of the school community.
- Discuss report cards and work assignments with their child.
- Maintain up-to-date home, work, and emergency telephone numbers at the school.
- Refrain from smoking, drinking alcoholic beverages, or using profanity on school grounds or while supervising school groups.

Students should:

- Attend all classes daily and be on time.
- Come to class with appropriate, working materials.
- Refrain from profane or inflammatory statements.
- Be respectful to all individuals and property.
- Conduct themselves in a safe and reasonable manner.
- Be well groomed and clean.
- Be responsible for their own work.
- Abide by the rules and regulations set forth by the school and individual classroom teachers.
- Seek changes in an orderly and approved manner.
- Encourage the use of good guidance procedures.

Educators should:

- Maintain an atmosphere conducive to good behavior.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective training or discipline based upon fair and impartial treatment of all students.
- Develop a good working relationship among staff and students.
- Seek to involve students in the development of policy.
- Encourage parents to communicate regularly with the school.
- Endeavor to involve the entire community in order to improve the quality of life within the school and community.

I. ATTENDANCE

In the event a child will be absent from school, **the school office should be notified before 9:00 a.m.** The families of any students who have not notified the school of an absence by 9:00 a.m. will be called to ascertain the child's whereabouts.

Regular attendance at school is essential. The child who is frequently absent misses discussion and instruction that cannot be made up. The train of interest built up by day-by-day participation wanes, and it is difficult to carry the work forward to completion. This is not meant, however, to encourage parents or guardians to send a child to school when his or her attendance would endanger the health of his or her classmates; but absence for reasons other than illness should be avoided if at all possible.

Punctuality is very important. Being ready to start the day on time helps establish good work habits that are a distinct asset in school and in later life. Parents or guardians are encouraged to cooperate and train their children in habits of punctuality.

In the event a child must be taken out of school during the day, PLEASE follow this procedure:

1. Send a note to school that morning informing the teacher of the time the child will be picked up.
2. Go to the school office and ask the school secretary to have the child report to the office. Sign your child out on the appropriate form in the office.

Please be aware that no pupil will be released to go with any adult other than the parent or guardian without the consent of the parent or guardian.

District 209-U discourages parents from taking students on vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and create educational problems. Student absences due to vacations must be pre-arranged with the administration at least two weeks prior to the absence. This will ensure that work can be collected and sent with the student. The students will be responsible for turning in all missing work upon return. Any assignments, in class projects, tests, and/or quizzes must be made up in a reasonable amount of time upon the student's return. Students may not receive credit for work not turned in.

ABSENCES

When a student is absent from school, his or her parent or guardian must notify the school before 9:00 a.m. of the day of the absence. Call Stevens Intermediate: 815-926-1689 or Bruning School: 815-926-1683

If your child has a temperature of over 100 degrees, is vomiting, or has diarrhea, he/she should not be in attendance. He/she needs to be free of these symptoms (*without medication*) for 24 hours before returning to school. When a student is absent 3 or more consecutive days, a note from the doctor may be required at the discretion of the school district nurse upon the student's return to school. When absences are excessive, the school may require additional medical documentation for the absences to be considered excused.

Assignments for absent children must be requested by 9:00 a.m. and will be ready to be picked up at the end of the school day.

A student is considered a Chronic Absent at none days or more absent from school. A student is considered a Chronic Truant at eighteen days or more absent from school.

First and Last Day

Public Act #97-0742: The first and last day of school will consist of five instructional hours.

EARLY AND/OR EMERGENCY CLOSINGS

In case it becomes necessary to close the schools due to inclement weather or any other emergency, the closing will be announced over the following radio stations:

Joliet- AM 1340

Joliet- FM 100.7

Kankakee- AM 1320

Kankakee- FM 89.7

Kankakee- FM 95.1

Wilmington - FM 105.5

Morris - FM 95.7

Chicago - AM 720, FM 98

Chicago - AM 890

Chicago - AM 78

Morris - AM 1550

Television Channels - 2, 5, 7, 9

Websites: www.EmergencyClosings.com, or www.209-U.com.

It is suggested that, in case of doubt, parents or guardians listen to one of the above stations rather than call the schools where only a limited number of calls can be accepted at one time. During inclement weather, buses may not be able to traverse some roads because of snow, fog, ice or water on the highway.

Keeping you informed is a top priority at Wilmington CUSD 209u. That is why we have adopted the parent notification system which allows us to send a telephone or e-mail message to you providing important information about school events or emergencies. We anticipate using the parent notification system to notify you of school delays or cancellations due to inclement weather, as well as remind you about various events, including report card distribution, open house, field trips, and more.

The successful delivery of information is dependent upon accurate information for each student, so please make certain we have your most current phone numbers. If this information changes during the year, please let us know immediately.

TRUANCY

Truant- a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Valid Cause- a child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, and situations beyond the control of the student as determined by the school board or the parent for the safety or health of the student.

Chronic or Habitual Truant- a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for ten percent or more of the previous 180 regular attendance days.

Truant Minor- a child to whom available school and community services (a list follows) have been provided and the services have been refused or have failed to stop the chronic truancy.

Using the definitions cited, the School District shall determine if the student is a "chronic or habitual" truant. If it is determined that the student is a "chronic or habitual" truant, services which must be provided to the chronic truant may include, *but not be limited to*:

-parent/teacher conferences

-counseling services by social workers

-counseling services by psychologists

-psychological testing

-alternative educational programs

-alternative school placement

If these measures prove ineffective and the behavior persists, the building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies such as the juvenile officer of the local police department or the Truant Office of the Educational Service Region of Will County. The School Board, Superintendent, District administrators and teachers shall assist and furnish information to aid truant officers in the performance of their duties.

In accordance with The School Code of Illinois, no punitive action, including out of school suspensions, expulsions or court action, shall be taken against chronic truants unless available supportive services and other school resources have been provided to the student.

Unexcused absences will be referred to the Wilmington Police Department for the enforcement of section 132.38 in the City of Wilmington Code of Ordinances. Each act of truancy will result in appropriate disciplinary action from the administration in addition to any fines associated with the aforementioned city ordinance. Any person committing an act of truancy may be fined not less \$50 and up to \$500.

II. DISCIPLINE OF STUDENTS

Teachers and other certified educational employees shall maintain discipline "*in loco parentis*" (in place of parents) in the schools and at all school sponsored events on and off school property. This relationship shall extend to all activities connected with the school program, including all athletic and co-curricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. A teacher may use reasonable force as needed to maintain the safety of the classroom. Teachers and other certified personnel may not utilize slapping, paddling, prolonged maintenance of students in physically painful positions, or the intentional infliction of bodily harm as a means of disciplining students.

DISTRICT DISCIPLINE PHILOSOPHY

One goal of the Wilmington 209-U Schools is to develop positive, constructive student behavior. It is necessary for each student to develop self-discipline and a strong sense of responsibility toward himself/herself and others. For those students who are unable to display positive, constructive behavior or demonstrate self-discipline, it may become necessary for teachers and administration to enforce discipline.

All schools will be using a systematic approach to discipline with clearly defined standards of classroom, building and playground behavior. The system relies strongly on positive reinforcement of responsible behavior and sensible consequences for unacceptable behavior.

DRUG OR ALCOHOL ABUSE

Students may be suspended for up to ten days for the first violation of possession, use, distribution or sale of drugs, alcohol or marijuana. In the event of special circumstances or repeated violations, students may be recommended for expulsion.

To maintain a drug free environment as written in Policy 500.70, lockers may be searched for illegal drugs. If a student believes someone is using his or her locker, notify the school to change the locker.

SMOKE FREE CAMPUS

Bruning and Steven's Intermediate School are **No Smoking/Tobacco Free** campuses. Any possession or use of tobacco products, e-cigarettes, or snuff on school grounds is prohibited

GANG RELATED BEHAVIOR

No student on or about school property or at any school activity shall engage in any gang-related behavior. Parents will be informed immediately of any such type of activity. The school administration will determine the consequences on an individual, as-needed basis in accordance with the discipline procedures outlined in this handbook.

DUE PROCESS, SUSPENSION, AND EXPULSION

The Constitution of the State of Illinois states, "A fundamental goal of the People of the State is the educational development of all persons to the limits of their capacities." In order to establish and maintain an atmosphere conducive to the teaching and learning process for students and school personnel, local boards of education have approved rules and regulations designed to support reasonable standards of health, safety, and discipline throughout the school program.

Whenever students act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, the rights to an education may be temporarily forfeited. Procedural due process provides an opportunity for a student to communicate pertinent information that may be helpful in resolving a situation as soon as possible.

Prior to suspension, the following procedures will be observed:

1. The Principal or designated administrator will give the student oral or written notice of improper actions and/or allegations which constitute gross disobedience, disrespect, insubordination or misconduct. Moreover, the school official must be prepared to present the student with relevant information that will confirm the knowledge and/or suspicion that the student was either directly or indirectly involved in the above mentioned improprieties.
2. An opportunity will be given the student to explain the circumstances surrounding the improper actions and/or allegations in a conference with the school official before any decision is final. The student will then be directly informed whether or not the suspension will be imposed.
3. Parents or legal guardians will be notified whenever possible.
4. The Superintendent will be notified.
5. The above mentioned rules are examples and not all-inclusive. In the event civil laws are broken the police may be consulted and charges may be filed.
6. A suspended student cannot be on school property at any time during his/her suspension.
7. Students or parents wishing to appeal a suspension should call the Bruning or Stevens Intermediate office for correct procedures.
8. Schoolwork is assigned to the student. Students will be given a reasonable amount of time (as determined by the administration) to complete work. If work is not completed, grades are recorded as zero for each subject and will be averaged with all other grades for that grading period.

Bullying and Physical/Verbal Aggression

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school (this includes but is not limited to such actions as hitting, kicking, biting, bullying, and fighting). In such cases, the requirements of notice and hearing shall follow as soon as practicable.

Bullying and Intimidation: Students who use the threat of physical aggression in verbal or in written form, including but not limited to electronic communication (email, instant messaging, inappropriate websites, etc.) are subject to the same consequences as those students who actually make physical contact.

Board Policy: Wilmington Community Unit School District No. 209-U

7:180

Students: 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 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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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.

Cyber-bullying 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. *Cyber-bullying* 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*. *Cyber-bullying* 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*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Scott Maupin, Wilmington HS Principal

Name

209 Wildcat Court

Address

smaupin@wilmington.will.k12.us

Email

815-926-1752

Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. 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.
8. A student will not be punished for reporting bullying or supplying information, even if the District'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.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The District's bullying prevention plan must be consistent with other Board policies.

13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act.
 105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
 23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities and Users of Parking Facilities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

ADOPTED: November 12, 2014

Students may be suspended for one to ten days for violations or repeated violations.

Mandatory One-Year Expulsion for Possession of Weapons at School

The Gun-Free Schools Act of 1994 requires all public schools to expel for a period of not less than one year any student who brings a weapon to school. The term "weapon" is defined in the Act as firearms which, in turn, are broadly defined to include any weapon which expels a projectile by action of an explosive and any "destructive device" including bombs, grenades, rockets, missiles or mines.

No Trespass Notice

For all land, buildings, and vehicles of
 Wilmington District 209-U Schools

This Notice is to personally inform you that you are not permitted on THE GROUNDS, OR IN ANY BUILDINGS, OR IN ANY VEHICLES of Wilmington District 209U Schools if you are in possession of any of the following:

- | | |
|--------------------------------------|------------------------------|
| AIR RIFLE or AIR GUN | KNIFE |
| BB GUN | DAGGER |
| AIR SOFT GUN | DIRK |
| PAINTBALL GUN | RAZOR |
| PELLET GUN of any kind | STILETTO |
| that a reasonable person would | or any other |
| believe to be a real gun regardless | DANGEROUS or |
| of the distance at which that person | DEADLY WEAPON or |
| might see it. | INSTRUMENT OF LIKE CHARACTER |

Anyone who disobeys this notice can be charged with **Criminal Trespass to State-Supported Land and/or Criminal Trespass to Vehicles**. Both of these offenses are Class A misdemeanors. You can be arrested. If you are convicted, you can be punished by up to one year in the Illinois Department of Correction, Juvenile Division, and if you are 17 years of age or older, by up to 364 days in jail. This serves as your written notice. This notice also is being read aloud to you at this time. This notice was prepared by the Will County State's Attorney.

ASSERTIVE DISCIPLINE AT BRUNING SCHOOL AND STEVENS INTERMEDIATE SCHOOL

1. **Bruning School and Stevens Intermediate School** have implemented a school-wide positive behavior system. The system promotes positive student behavior with school-wide behavior expectation.
 - A. The school-wide behavior system has 3 components:
 - i. A matrix/chart of behavioral expectations
 - ii. A reinforcement system for positive behavior
 - iii. A system to deal with behaviors that do not meet expectations

Bruning School and Stevens Intermediate School behavioral expectations are:

- Respect Yourself**
- Respect Others**
- Respect Property**
- Be There; Be Ready**

These behavior expectations will be defined in all areas of the building as evident in the following matrix.

	Respect Self	Respect Others	Respect Property	Be Ready
Classroom	*Stay seated *Do your best work *Follow directions	*Keep hands & feet to self *Kind words *Listen *No tattling	*Take care of all class materials	*Follow class rules and procedures
Halls	*Quiet *Keep hands & feet to self *Walk	*Quiet *Observe personal space *Face forward	*Walk *Neatly hand belongings	*Face forward *Stay in line *Listen
Bathrooms	*Walk *Wash hands *Quiet	*Keep hands & feet to self *Respect privacy & space *Quiet	*Flush toilets *Clean up after self	*Be quick *Use when necessary
Lunchroom	*Stay seated *Quiet voices *Good manners	*Eat your own food *Manners *Stay seated *Listen	*Clean area *Keep food and things on tray *Raise your hand	*Lunch card out *Quiet *Face forward *Get utensils
Recess	*Follow rules *Stay in the correct space	*No rough games *Follow rules *Take turns *Include everyone	*Use equipment correctly *Stay in area *Report to staff	*Line up when bell rings *Dress for the weather
Assemblies	*Voice off *Listen *Hands in lap *Stay seated	*Listen *Stay seated	*Listen	*Listen * Good manners *Face forward
Bus	*Stay seated *Quiet *Keep hands & feet to self	*Listen to the driver *Kind words *Stay in space	*Backpack stay closed *Follow rules *Carry your backpack	*Walk *Listen *Know bus shape & color
Dismissal	*Quiet *Walk	*Sit in spot *Quiet	*Backpack stays closed *Keep hands & feet to self	

- B. All classrooms/teachers will have a classroom management plan to reinforce the school-wide positive behavioral expectations.
- C. The classrooms will also include consequences for not following the behavioral expectation.

SEVERITY CLAUSE: Verbal or physical abuse by the student will result in the child being sent directly to the Principal. This may be used at ANY time.

Offenses accumulate in a span of one day only. These are never carried over; each day begins with a clean slate.

D. Building Consequences:

Our regular procedures concerned with the disciplining of students who break school rules may include lunch/snack detentions, loss of recesses, loss of privileges, after school detentions, or suspensions in or out of school, or other appropriate interventions.

The age and developmental level of the child will be taken into consideration when assigning consequences for breaking school rules.

ASPECTS OF POSITIVE DISCIPLINE APPROACH

This program is systematic and fair. It is fully explained to all students. The disciplinary policies emphasize positive behaviors and consequences. Positive behaviors are reinforced through many programs. Each school develops a reward system that is available to students who show responsible behavior or improvement in responsibility. Students will be recognized weekly for following the positive behavior expectations as defined in the behavior matrix.

III. FIRE, DISASTER, AND BUS EVACUATION DRILLS

Fire, disaster, intruder, and bus evacuation drills are held on a regular basis throughout the school year. Children are instructed in proper procedures, exits to be used, safety practices and the dangers of fire and other disasters. Procedures for these drills and maps with exit routes are posted near all exits and light switches in school buildings.

IV. GRADING SYSTEM / CURRICULUM

The school is divided into three trimesters of approximately 12 weeks each, and each. Report cards are issued three times a year. Parents are asked to pick up their son's or daughter's progress report at a parent-teacher conference at the end of the first trimester.

Grades reflect test scores, class assignments, class participation, attendance, neatness of work, legibility of writing, and English usage. Not doing homework, assigned projects, or participating in programs may result in poor or failing grades. It is our practice to display student work throughout the building. If a parent objects to this, they should put their request in writing.

The method of grading consists of four passing grades and one for failure based on the following methods:

A - 90-100 D - 60-69

B - 80-89 F - 0 - 59

C - 70-79

Other symbols that may be used on the report card include:

E = Exceeds Expectations

M = Meets Expectations

N = Needs Improvement

I = Improving

S = Satisfactory

U = Unsatisfactory

PERFECT ATTENDANCE STUDENTS

Each trimester perfect attendance for grades Pre-K-5 is recognized. To be named as a "Perfect Attendance Student", the student must be present every day during the nine week period.

HONOR ROLL STUDENTS

Each trimester an honor roll of fourth and fifth grade students is recognized. To be named as an "Honor Roll Student", the student must maintain an average grade of "B" in all academic subjects (Math, Science, Social Studies, Reading, English, and Spelling). The student must not have a "D" or an "F", nor have an "Unsatisfactory" in Handwriting, Music, Art, Band, Technology, or P.E.

HIGH HONOR ROLL STUDENTS

Each trimester students in the fourth and fifth grade have the opportunity to be on the High Honor Roll. To be on the High Honor Roll, a student must have an "A" in every academic subject (Math, Science, Social Studies, Reading, English, and Spelling). Also, the student must not have an "Unsatisfactory" in Handwriting, Music, Art, Band, Technology, or P.E.

HOMEWORK

At home, students will be expected to work on assignments that are not completed during school hours. Homework boosts achievement. Effective homework assignments supplement the classroom lesson and also teach students to be independent learners. Homework gives students experience in following directions, making judgments and comparisons, raising additional questions for study, and developing responsibility and self-discipline.

Not doing homework will result in poor or failing grades. Each student will be subject to his or her grade level's homework policy. An assignment notebook is issued to every student in 2nd through 5th grade, in which assignments should be written each day. This notebook serves as a link between the student, parent, and teacher.

PROMOTION AND RETENTION

Promotion and retention are indicated on each child's report card at the end of the school year. Retaining a child in the same grade for a second year is a means of helping him or her attain the skills in which great deficiency was shown. When the school determines a child is in danger of being retained, parents or guardian will be notified no later than the end of the third quarter.

ELEMENTARY CURRICULUM

The curriculum of the elementary schools includes but is not limited to: Universal Precautions / AIDS Prevention Education, Band (Fifth Grade), Career Education, Character Education, Computer Education, Language Arts (Reading, Spelling, English & Writing), Mathematics, Physical Education, Safety, Art & Environmental Education, Science and Health, Social Studies, and Vocal Music.

V. MEDICAL INFORMATION AND INSURANCE

SICKNESS OR INJURIES

When a child becomes sick or is injured at school, a staff member will administer first aid. If the condition warrants, a parent or guardian will be called to come for the child. **It is important that the school be informed of all numbers where a parent/guardian or a responsible person can be reached by the school nurse or Principal, if necessary.** Please share all relevant phone numbers (home, work, car, pager, etc.) with the school office. Information provided on the "Emergency Information" form completed early in the school year is kept on file. This information is kept in confidence and is not shared without parent/guardian permission. Should it be impossible to contact either parent or guardian, the school secretary or Principal will call the designated doctor for instructions, and in extreme cases, see that the child is taken to the hospital. It is extremely important that the school is informed of any telephone number changes so the office list is current at all times.

PHYSICAL EXAMINATIONS

Illinois State Law specifies that students entering any early intervention program, kindergarten or first grade, sixth grade, ninth grade, and any student new to the District from out of state are required to have a physical examination. The law also specifies that each student be protected by immunization against certain diseases. State law requires all kindergarten, second and sixth grade students to have complete dental examinations. Also, state law requires all kindergarten students to have a complete eye examination.

According to the State of Illinois School Code and Wilmington Board Policy, students who do not present evidence of required physical examinations and/or immunization(s) may not be enrolled in school. With the start of the 2013 school year, **all students**, grades 6-12 must show proof of T-dap booster or exclusion will be enforced.

COMMUNICABLE DISEASES

When a communicable disease is suspected, a child will be excluded from school and his or her parent or guardian will be advised to seek the opinion of the family physician. A release from the child's doctor will be required before the child's return to school in the case of some illnesses. Confirmed communicable diseases are reported to the Public Health Department.

MEDICATION

It is more desirable for medication to be administered in the home. However, any student who is required to take medication during school hours must comply with the following regulations:

1. A "Request for Medication Administration" form must be completed and signed by the physician. It must be filed in the school office in order for school personnel to act "*in loco parentis*" in complying with the physician's written orders.
2. Medication must be brought to school in the **ORIGINAL CONTAINER** or in a container properly labeled by the pharmacy or physician. This label must contain the name of the person who is to take the medication, the name of the medication, dosage, and the time interval that the medication is to be taken.
3. All medication must be given to the school secretary or school nurse for proper storage during the school day. A doctor's written note must be on file for inhalers or epi-pens to be kept on the students' person. **Non-prescribed medications will not be allowed in school.**
4. The physician's name, address, and telephone number must be provided in case additional information is needed or questions arise.
5. The above mentioned form must also be approved and signed by the school nurse prior to the acceptance of medication at school. School personnel should be informed of potential benefits and side effects of the medication being used.
6. In all cases, the school retains the discretion to reject a request for medication administration depending upon individual circumstances.

EXEMPTION FROM PHYSICAL ACTIVITY

Occasionally a parent or guardian may request that his or her child be exempted from some or all physical activities during the school day. The responsibility for such exemption shall lie with the School Nurse who may require a written excuse from a doctor. If a student is not allowed to participate in Physical Education class due to health reasons, he/she also will not be permitted to participate in any recess activities for the same duration. A student will need a note from the doctor to return to Physical Education and recess only if the return date is not stated in the original doctor's note.

Students must have a doctor's note if medical devices such as crutches, slings, and braces are necessary to have at school. The doctor's note must include the medical reason and length of time necessary for use at school.

Student Accident Insurance

Student accident insurance will be available for the students of District 209-U. Student Accident Insurance pays for 100% of any out of pocket expenses incurred by parents / guardians for medical expenses for any accidents that occur during a school sponsored activity. This is not health insurance; rather this is insurance coverage to pay any claims that may arise from school sponsored activities. **Parents must request the activation of this coverage through the building administration.**

Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.

- c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
- The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee)
- f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
 3. Require all student athletes to view the Illinois High School Association's video about concussions.
 4. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
 5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
 6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
 7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL REF.: 105 ILCS 5/10-20.54.
 105 ILCS 5/22-80 added by P.A. 99-245; if approved by the House and signed by the Governor, SB219 will extend the effective date to the 2016-2017 school year.
 105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 7:300 (Extracurricular Athletics)

ADOPTED: February 10, 2016

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, Curriculum Content, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, Staff Development, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.

- a. For students in grades 7 through 12, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
 - b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
 - a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
 - b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
 - c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - d. State and/or federal resources that address emotional or mental health safety plans for students who are at a potentially increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
 4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
 5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
 6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

• Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: February 10, 2016

STUDENT BLOOD INCIDENTS AFFECTING DISTRICT EMPLOYEES AT SCHOOL

The Illinois Department of Labor adopted the federal Occupational Safety and Health Administration (OSHA) regulations on blood borne pathogens in January 1993. Students who are involved in a blood incident (exposing a student’s blood to any School District employee in which a student’s blood could have penetrated non-intact skin, eyes, mouth or other mucous membranes) will be requested to have their blood tested for blood borne pathogens (human immunodeficiency virus-HIV and hepatitis B virus-HBV) at the expense of the School District. Parents or guardians will be asked to allow their child to be tested. All laws pertaining to confidentiality will be followed. The OSHA regulations apply **ONLY TO STUDENTS WHO HAVE BLOOD INCIDENTS WITH SCHOOL DISTRICT EMPLOYEES**. The OSHA regulations do not apply to students who are exposed to other student’s blood. All questions pertaining to this handbook policy should be directed to the Superintendent.

VI. RESIDENCY, ADMISSION AND TRANSFER PROCEDURES

A. RESIDENCY

To attend school in District 209-U without a tuition charge, a student shall reside within the boundaries of the District and a student under the age of 18 shall reside where his/her parents or legal guardian resides. In the case of legal guardianship, a written document will be required from a court of law. In the case of residency, two or more of the following will be required:

1. Utility bill (gas, electric, or telephone, etc.).
2. Written verification of residency from landlord.
3. Written verification of address from the postmaster.

Non-resident students may attend District 209-U school upon recommendation of the Superintendent, approval of the Board of Education subject to Board policies, and payment of tuition as required by law.

B. REGISTRATION OF HOMELESS STUDENTS

A homeless child is one who lacks a “fixed, regular and adequate nighttime place of abode.” In general, children or youth living in welfare hotels, transitional housing, shelters, the streets, cars, abandoned buildings, and other inadequate accommodations may be considered homeless.

The Education for Homeless Children and Youth Program, as part of the Stewart B. McKinney Homeless Assistance Act, ensures homeless children the following rights:

- A free, appropriate public education.
- Immediate Enrollment – the right to be enrolled immediately in school, without medical or academic records, regardless of district policy.
- Choice of Schools – The homeless child has three choices:
 - o School of Origin – the school the child last attended
 - o School of Origin – the school the child attended when he/she became homeless
 - o The school closest to the shelter or other temporary housing
- Transportation – Homeless children are entitled to the same rights to transportation as other children in their district. Parents or guardians should make a good faith effort to provide or arrange for transportation. Otherwise, school districts are responsible for transportation costs.
- Services – Homeless children are entitled to the same services, such as tutoring, that are available to other children in their districts.
- A priority to preschool programs.

C. ADMISSION

Children entering kindergarten must be five years of age on or before September 1 of that school year.

AN ORIGINAL BIRTH CERTIFICATE and SOCIAL SECURITY CARD are required at the time of registration for each student entering the Wilmington Schools for the first time.

D. TRANSFERS

For students transferring from the District, the following procedures apply:

1. Written notification from the student’s parent or guardian to the Administrative Office.
2. Payment of outstanding fees or fines.
3. ISBE transfer form to be completed and hand-carried to the new school (if in Illinois)
4. All school-owned property returned.

All of the student’s records will then be forwarded to his or her new school upon request from the admitting school.

**VII. RIGHTS
NOTIFICATION OF RIGHTS UNDER PPRA & FERPA**

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the US Department of Education.
 - o Political affiliations or beliefs of the student or student’s family;
 - o Mental or psychological problems of the student or student’s family;
 - o Sex behavior or attitudes;

- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt out of:
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by a school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use:
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

STUDENT RECORDS

A. STUDENT PERMANENT RECORD shall be kept for 60 years after graduation or a non-transfer withdrawal and:

1. Shall consist of:
 - A. Basic identifying information, including student's and parents' names and addresses, birth dates and places, and gender.
 - B. Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations;
 - C. Attendance record;
 - D. Accident reports and health record;
 - E. Record or release of permanent record information; and
2. May also consist of:
 - A. Honors and awards received; and
 - B. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.
3. No other information shall be placed in the student permanent record.

B. STUDENT TEMPORARY RECORD will be destroyed entirely within five years after graduation or a non-transfer withdrawal and:
Shall consist of:

1. Family background information;
2. Intelligence test scores, group and individual;
3. Aptitude test scores;
4. Records of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation or interviews;
5. Elementary and secondary achievement level test results;
6. Participation in co-curricular activities including any offices held in school-sponsored clubs or organizations;
7. Honors and awards received;
8. Teacher anecdotal records;
9. Disciplinary information;
10. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;
11. Any verified reports or information from non-educational persons, agencies or organizations;
12. Other verified information of clear relevance to the education of the student; and,
13. Record of release of temporary record information.

C. PARENTAL RIGHTS:

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to the student's educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District Official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the District Official to whom the request was submitted does not maintain the records, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.
A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want change, and specify why it is inaccurate or misleading.

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

3. The right to consent to disclosures of personally unidentifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contacted such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities.

Upon request, the District discloses education records without consent to officials of another school in which a student seek or intends to enroll.

4. The right to file complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, and the most recent previous educational agency or institution attended.

COMPLAINTS

Parents/legal guardians should discuss any complaints in the following order:

1. Teacher.
2. Teacher and Principal.
3. Superintendent. It shall be submitted in writing and signed by the complainant.

VIII. SPECIAL SERVICES

Special Services

[Wilmington School District 209-U is a member of Southern Will County Special Education Cooperative]

FAPE (Free Appropriate Education)

Wilmington School District provides a free and appropriate education for all children with disabilities between the ages of 3 to the day before their 22nd birthday.

Child Find

Parent should report concerns to the building Principal or Assistant Principal providing name of student, person making the contact and the reason for the contact. The Principal will inform the School Psychologist or the Special Education Coordinator. The parent is contacted in 1 – 4 school days. If the concern is in regards to requesting an initial evaluation or a re-evaluation, a decision is provided to the parent in writing within 4 school days which falls within 14 days, the documented time frame in the Parent/Guardian Notification of Decision Regarding a Request for an Evaluation (ISBE form 34-57A) and Special Education Procedures which can be found on the Illinois State Board of Education website (www.ISBE.net/spec-ed), along with the Parents guide-Education Rights and Responsibilities and Understanding Special Education in Illinois at (www.isbe.net/spec-ed). A copy of the Procedural Safeguards is also sent to the parent at the time they receive the 35-57A letter. Pre-school screenings (for children under the age of 5) are conducted at least 3 times a year by the Special Education Cooperative. A letter goes home to every parent of preschoolers, a flyer is sent home to every student's parent K-8, an article is in the local papers announcing the time, dates, place of pre-school screenings and flyers are placed in local businesses.

Problem Solving Team/Response to Intervention Teams

In each building there is a Problem Solving Team/Response to Intervention Team that meets monthly and/or at academic benchmarking periods to review student data and observations to determine if further data collection or interventions need to be implemented to improve student progress. The School District provides this information to parents numerous times during the school year. If parents have concerns they are encouraged to contact their classroom teacher which will share these concerns with the team.

IX. STUDENT FEES

STUDENT FEES: Textbook rental fees are payable at registration which is held in the spring of the prior year. The rental fee covers the use of basic texts, the cost of workbooks, and many incidental items such as drawing paper, etc. Pupils and their parents or guardians are held responsible for the loss, undue wear or damage of books. Fees of students entering or dropping during the year will be adjusted accordingly.

WAIVER OF STUDENT FEES: The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of schoolbooks or other school-owned materials.

Fees for textbooks and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will

recommend to the Board for adoption what additional fees, if any, the District will waive for students who met the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

A student shall be eligible for a fee waiver when the student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et.seq.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

X. TRANSPORTATION BUS RIDERS

Bus transportation is provided for all students living more than 1-1/2 miles from their school or where a hazardous condition has been identified. Parents or guardians are encouraged to review the following regulations with their children. A well disciplined, safety-conscious bus rider enhances the safety of all. School bus riders, while in transit, are under the jurisdiction of the school bus driver and any bus monitor(s). Rules for bus riders are:

1. Be on time at the designated school bus stop. Timeliness helps to keep the bus on schedule.
2. Stay off the road at bus stops.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until it has been brought to a complete stop.
4. Remain seated while the bus is in motion. Student bus and seat assignments are made by the carrier and bus driver.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the driver gives instructions.
7. Keep hands and head inside the bus at all times. Do not throw anything out of the window.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet at all railroad crossings.
10. Treat bus equipment with respect. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe, neat, and sanitary at all times.
12. Bring no animals on the bus.
13. Do not block the aisles with any objects.
14. Leave no articles on the bus.
15. Be courteous.
16. Help look after the safety and comfort of small children.
17. Do not ask the driver to stop at places other than the regular bus stops.
18. Observe safety precautions at discharge points.
19. Observe the same rules and regulations on other trips under school sponsorship as are observed between home and school. Respect the wishes of the appointed chaperone.
20. There will be no riding home with other students.
21. Eating or drinking on the bus is prohibited.
22. Students riding buses are prohibited from leaving school grounds once they have exited their bus. Students are to enter their assigned building area.
23. In an effort to maintain a safe environment to and from school, the school administration and bus company reserve the right to videotape students while riding school buses.

Specific information concerning assignments, bus stops, pick-up time, and drop-off time is available from the carrier (1-815-476-6300).

During inclement weather, buses may not be able to traverse some roads because of snow, fog, ice or water on the highway.

MISCONDUCT BY STUDENTS ON BUS

Drivers are responsible for maintaining good conduct on the bus. Misbehavior that warrants several warnings from the bus driver may include: a verbal reprimand, a change in seat assignment, a private conference with the student, or a parent contact. If a student's conduct is of such a serious nature as to warrant suspension or expulsion from riding the bus, the following procedure will be used:

1. The driver will report the incident to the Principal (or designee) on a written Bus Discipline Report.
2. The Principal (or designee) may suspend the student from riding the bus up to ten school days. On the first instance of misconduct reported to the Administrator, he/she will evaluate the severity of the offense.
3. If, in the Administrator's judgment, the incident warrants expulsion, the Superintendent will be made aware of the facts.
4. If, in the Superintendent's judgment, expulsion is warranted, he/she will present the facts to the Board of Education for their action.

TRANSPORTATION REIMBURSEMENT

Parents or guardians may complete an application for Parent/Guardian State Pupil Transportation Reimbursement for the school year if all of the following apply:

1. Applicant is the parent or legal guardian of the pupil (or pupils) whose expenses are being claimed on the application form.
2. During the school year for which this claim is being made, these pupils attended regularly scheduled daytime classes as full-time students in grades kindergarten through 12 at Wilmington School District 209-U.
3. These pupils either 1) lived one and one-half miles or more from the school attended or 2) lived within one and one-half miles from the school attended and have written verification from the Illinois Department of Transportation that a serious safety hazard exists.
4. These pupils did not have access to transportation to and from school provided entirely at public expense.
5. Applicant paid the amount claimed on the application form to transport those pupils to and from school during the school year from which the claim is being made.
6. If requested within three years of the payment of this claim, applicant will provide the school or the State Board of Education with:
 - a. Records verifying expenditures as claimed on this form or an affidavit verifying expenditures as claimed on this form.
 - b. If this claim is a result of a verified serious safety hazard, a copy of the notice from the Illinois Department of Transportation verifying the serious safety hazard.
7. Claim form must be completed within 21 days after the close of school.

XI. MISCELLANEOUS (IN ALPHABETICAL ORDER) ASBESTOS

The AHERA law requires that a visual surveillance of asbestos containing areas is completed every six months and a re-inspection conducted every three years.

The 2020-2021 Stevens Intermediate School/Bruning School inspection/management plan is available for public review in each Building Principal's office or in the Office of the Superintendent of Schools.

COMMUNICATION DEVICES (Pagers, Cell Phones, Smart Watches, etc.)

Student possession and/or use of electronic paging devices or other electronic communication devices is hereby prohibited. Students may, however, possess cell phones or smart watches for emergency purposes only. Phones or Smart watches must be turned off and concealed during school hours and may only be used before and/or after school. The school will not be responsible for lost or stolen cell phones or smart watches. Any student found using a cell phone or smart watch in an inappropriate manner will be subject to disciplinary action. Violations of this policy may result in detentions, suspensions, and/or recommendation for expulsion.

SOCIAL MEDIA

The use of Social Media websites for the purposes of communicating electronically is prevalent in today's world and may be used as a tool to ensure appropriate communication between school district employees, students, and parents. An employee's use of social networking is primarily for one-way communication to (not with) students and parents regarding instructional matters and should be limited to District hosted and/or approved sites. The only exception to this would be during the facilitation of an electronic classroom discussion or blog session via one of the district-approved social media sites. However, it is important to remember that the use of social media sites outside of this context is required to be one-way in nature, fostering the timely and accurate dissemination of vital information to students, parents, and the community at large. Two-way communication or dialogue with students and/or their parents should take place in person or via the traditionally district-provided avenues of telephone and email.

District-Approved Social Media Sites:

- Facebook
- Twitter
- Google +

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. 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.
2. School officials may conduct an investigation or 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 a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
Right to Privacy in the School Setting Act, 105 ILCS 75/
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993).
People v. Dilworth, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).
People v. Pruitt, 662 N.E. 2d 540 (Ill.App.1, 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).
Vernonia School Dist. 47J v. Acton, 115 S.Ct. 2386 (1995).
Safford Unified School Dist. No. 1 v. Redding, 129 S. Ct. 2633 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Discipline)

ADOPTED: February 10, 2016

COMPUTER USE FORM

A signed Acceptable Use Policy (AUP) form will be required before a student will be allowed to use any school computers.

CLOSED CAMPUS

District 209-U has adopted a closed campus policy for its schools. Students may not leave school grounds without permission from the Principal.

BREAKFAST AND HOT LUNCH PROGRAM

A breakfast and hot lunch are available at each school at a reasonable price. Students may also purchase milk to have with a sack lunch that is brought from home. Lunches and milk must be paid for in advance. Free or reduced price meals are available for those students who are eligible. Application forms are available in each school office.

LIBRARY BOOKS

Our District's library philosophy supports wide circulation of all of its materials. Books and materials may be taken home from the classroom or school library with a teacher's permission. It is understood that the loss or damage of books and materials will be paid for by the pupil who borrowed them.

LOST AND FOUND

It is helpful if all books, purses, gym shoes, boots, and clothing are plainly marked with ink or name tapes. Each year unclaimed clothing and other items of value accumulate in the "lost and found" and must be discarded. Much of this loss could be avoided if belongings were clearly marked.

MEETINGS OF THE BOARD OF EDUCATION

Board of Education meetings are usually held the *second Monday of each month at 6:30 p.m. in the Wilmington High School Library*. Those wishing to make a public presentation at a board meeting should be put on the agenda through the Superintendent's Office *by noon on Tuesday* preceding the regular board meeting (1-815-926-1751)

NO CHILD LEFT BEHIND HIGHLY QUALIFIED TEACHER

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. Your request must be in writing and must be submitted to Wilmington Community Unit School District 209-U, District Office, 209U Wildcat Court, Wilmington, Illinois 60481.

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 area of the certification or degrees
- Whether your child is provided services by teacher aids/paraprofessionals, and if so, their qualification

You will receive a response within seven (7) working days of receipt of your written request.

NONDISCRIMINATION ON THE BASIS OF HANDICAP

Wilmington Community Unit School District 209-U is in compliance with Section 504 of the Rehabilitation Act of 1973, which states that no person in the United States shall, on the basis of race, color, national origin, sex or handicapping condition, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which School District 209-U receives federal financial assistance.

NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS AND ACTIVITIES

Title IX of the Education Amendments of 1972 declares, in part, that: "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Wilmington Community Unit School District 209-U is in compliance with these regulations. Any questions concerning discrimination should be directed to the Principal.

OUTSIDE RECESS

The policy regarding inside and outside recesses is one which is sound from a health standpoint. The consensus among many health authorities is that children who are dressed properly for the weather benefit from frequent, brief periods of outdoor exercise even in quite cold weather. These children generally contract fewer colds than those kept indoors in cold weather. This also helps the children perform better in the classrooms. Our policy at the elementary level in regard to inside or outside recess will be governed by temperature.

1. At 15 degrees or above, the children will go outside to play; at below 15 degrees, the children stay inside for recess. Wind chill and precipitation are also determining factors.
2. ALL students are expected to participate in outdoor recesses since none are expected to go out in inclement weather (as explained in the conditions above). Should some special health problem make it impossible for a child to go outside during recess, a note describing the condition or reason is necessary on a day-to-day basis. Any student who needs to stay in for a period of longer than three days will need a doctor's excuse.
3. Children should be reminded to wear boots, gloves, hats, coats, etc. so they may dress according to weather conditions. On days that the temperature is borderline, students may go out for a shorter time than scheduled.

Questions regarding this policy can be directed to the school office.

PARTIES AT SCHOOL

The elementary schools may have four parties during the school year: Halloween, Christmas, Valentine's Day, and a class picnic at the end of the year. Refreshments and games are planned in advance by the room parents and teachers. Parents will sign up if they wish to volunteer during classroom parties at Open House.

Birthdays party invitations may be passed out at school if all the boys and/or girls in the class receive one.

PESTICIDES/PEST CONTROL/LAWN SPRAYING

Wilmington CUSD 209u complies with the mandated public acts for Integrated Pest Management (IPM) for public schools. IPM combines preventive techniques non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are least harmful to human health and the environment. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. Pest control is performed on the third Tuesday of each month during non-school hours. As part of the program the district relies to the greatest extent possible on non-toxic, biological, cultural and mechanical pest management practices. Lawn spraying will only be performed during spring break and in the summer. Chemical and airborne pesticides will be used only when necessary. This practice applies to indoor and outdoor pesticides, fertilizer, turf management, or similar applications. As part of these programs, any individual(s) may request notification of specific pesticide applications made at the school. To receive notification, you must be placed on the notification registry. The registrants will be notified at least two business days before application of a pesticide and at least four days before application of a lawn product. To be included in future notifications, please contact the school office and a form will be provided in order for you to be placed on the registry.

SAFETY

Every effort will be made to provide a safe learning environment. Teachers and playground supervisors will monitor student safety procedures. Students or staff members are never to stand on chairs or engage in any activity that may cause harm to oneself or others.

Safety is of utmost concern, but it is impossible to monitor students when they are off the school grounds. Children who walk or ride bikes to school should be carefully instructed in basic safety procedures.

Students should have a regular schedule of how they are to go home each day (bus, walk, or car). If a change must be made, please make every effort to send a note to the teacher before school starts. Without a note, the students will follow their normal schedule for their own safety. **Should plans change during the school day, you MUST call the school office prior to 2:00 p.m.**

SEARCH & SEIZURE

In order to maintain order and security in the school, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officer.

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. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent 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.

- Students

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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

- Seizure of Property

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

- Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. 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.
2. School officials may conduct an investigation or 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 a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

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CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Discipline)

ADOPTED: February 10, 2016

VIDEO & PICTURES

Students may be videotaped or photographed during the school day or at school sponsored events. A waiver must be signed upon registration that states your wishes regarding the publication of these images.

VISITORS TO THE SCHOOLS

Wilmington District 209-U has implemented a new measure to ensure the safety and security of all students. With this new system, visitors at each of our schools will be required to provide a drivers license or state identification card upon entry. These cards will be scanned and automatically cross-referenced with on-line databases highlighting individuals who have been convicted with sex offenses and/or certain other crimes against children. Each visitor will be given a computer generated ID badge to be worn while visiting our schools.

Parents or guardians are welcome to visit their child's classroom. Such visits should be used for observation and not for discussions or conferences. Parents desiring a conference may schedule an appointment with a teacher when his or her undivided attention may be given.

Students may not bring visitors to school.

WEARING APPAREL

Students are encouraged to dress appropriately for neat appearance, for freedom to play during recess and P.E., and weather conditions.

When the weather permits, students may wear walking or Bermuda shorts to school. Revealing shorts or shorts that are too tight (this includes bike shorts) are not permitted. Midriffs are not to be revealed. Spaghetti strap tops, tube tops, or halter-tops should not be worn.

Shoes or sandals, as well as shirts, must be worn at school. Hats are not to be worn in the building. Hoods are not to be worn up during the day. Pants should be worn at the waist at all times. T-shirts or other items of clothing that depict or refer to alcohol, drugs, tobacco, obscenities, or those that may be offensive to others are not to be worn at school. Clothing, jewelry, symbols or other items worn to evidence membership in any gang are not permitted. Wallet chains and Heelies (shoes with wheels) are not to be worn at school.

WE-PTO

Wilmington's schools are justly proud of their Wilmington Elementary Parent Teacher Organization. WE-PTO has done much to promote understanding of the objectives of the schools, and its close cooperation with the Board of Education, the administration, and the teaching staffs has made it an important part of the educational life of this community. Parents are encouraged to read the newsletters from WE-PTO during the school year.

DISCLAIMER

This handbook does not equate to an irrevocable contractual commitment to the student but only reflects the current status of the rules and policies.