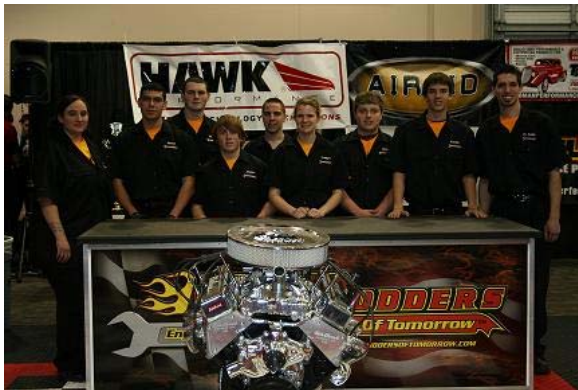


## 2011-2012 District Handbook

**Belvidere High School**  
**Belvidere North High School**  
**Belvidere Endeavor High School**



**Belvidere Central Middle School**  
**Belvidere South Middle School**



**Caledonia Elementary School**  
**Kishwaukee Elementary School**  
**Lincoln Elementary School**  
**Meehan Elementary School**  
**Perry Elementary School**  
**Seth Whitman Elementary School**  
**Washington Academy**

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## BOARD OF EDUCATION

Community Unit School District #100 is subject to the requirements of the *Americans with Disabilities Act of 1990*, as well as Section 504 of the *Rehabilitation Act of 1973*. Individuals with disabilities who plan to attend these meetings and who require certain accommodations in order to allow them to attend and/or participate, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the District's ADA/Section 504 Coordinator at (815) 544-0301.

## MEMBERS

The Board of Education for Belvidere Community Unit School District #100 governs what is probably one of the largest businesses in our community, and is responsible for a multitude of important functions. The Board makes decisions affecting the future of every child in the district. The Board of Education consists of four (4) members from Belvidere Township, and three (3) members from the remaining congressional townships. A complete listing of all Board member names, addresses, and telephone numbers can be found on the district's website ([www.district100.com](http://www.district100.com)).

## MEETING DATES

Board of Education meetings start at 6:00 p.m. and are held in the Board Room at the Central Office Complex, 1201 Fifth Avenue, Belvidere, Illinois 61008. The following are meeting dates for the 2010-2011 school year:

2011	2012
Monday, July 18	Tuesday, January 17
Monday, August 15	Tuesday, February 21
Monday, September 19	Monday, March 19
Monday, October 17	Monday, April 16
Monday, November 21	Monday, May 21
Monday, December 19	Monday, June 18

Agendas for all Board and committee meetings can be found on the left hand side of the district's website ([www.district100.com](http://www.district100.com)) by clicking on the green "tree" icon for BoardDocs (enter "public site").

**CENTRAL OFFICE ADMINISTRATION**

The district's Central Office is located at 1201 Fifth Avenue, Belvidere; phone (815) 544-0301; fax (815) 544-4260. Central Office administrators are as follows:

Michael Houselog	Superintendent
Joel Moeller	Associate Superintendent for Administration and Human Resources
Sheri Smith	Assistant Superintendent for Student Support Services & Grants
Matt Zickert	Assistant Superintendent for Curriculum & Instruction
Cheryl Gieseke	Assistant Superintendent for Staff Development, Assessment & Technology
Greg Brown	Director of Operations and Business Services
Sarah Brenner	Director of Curriculum, ELL and Elementary RtI
Erin Pittman	Director of Special Education
Bryon Houy	District Athletic Director
Art Commare	Director of Facilities
Shannon Hansen	Communications Coordinator

[www.district100.com](http://www.district100.com)

## SUPPORT SERVICES

Sodexo Food Services	(815) 547-3856
First Student Bus Service	(815) 544-9766

## BELVIDERE COMMUNITY SCHOOLS

District #100 consists of twelve instructional facilities: 6 elementary schools, 1 STEM academy, 2 middle schools, 2 high schools, and 1 alternative high school.

### Elementary:

	Phone	Fax
<b>Caledonia Elementary School</b> 2311 Randolph Street, Caledonia, IL 61011 Principal: Sara Kirchner	815-547-1977	815-547-3566
<b>Kishwaukee Elementary School</b> 7133 Garden Prairie, Garden Prairie, IL 61038 Principal: Deborah Anderson	815-547-3006	815-547-6355
<b>Lincoln Elementary School</b> 1011 Bonus Avenue, Belvidere, IL 61008 Principal: Elizabeth Marchini	815-544-2671	815-547-4222
<b>Meehan Elementary School</b> 1401 East Sixth Street, Belvidere, IL 61008 Principal: Nicole Difford	815-547-3546	815-547-3946
<b>Perry Elementary School</b> 633 West Perry Street, Belvidere, IL 61008 Principal: Jody Dahlseng	815-544-9274	815-544-1459
<b>Seth Whitman Elementary School</b> 8989 Beloit Road, Belvidere, IL 61008 Principal: Joyann Kirschbaum	815-544-3357	815-547-7258

	<b>Phone</b>	<b>Fax</b>
<b>Washington Academy</b> 1031 Fifth Avenue, Belvidere, IL 61008 Principal: Megan Johnson	<b>815-544-3124</b>	<b>815-544-4182</b>

**Secondary:**

<b>Belvidere Central Middle School</b> 8787 Beloit Road Street, Belvidere, IL 61008 Principal: Janelle Raine	<b>815-544-0190</b>	<b>815-544-1128</b>
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<b>Belvidere South Middle School</b> 919 East Sixth Street, Belvidere, IL 61008 Principal: Ben Commare	<b>815-544-3175</b>	<b>815-544-2780</b>
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<b>Belvidere High School</b> 1500 East Avenue, Belvidere, IL 61008 Principal: Todd Martens	<b>815-547-6345</b>	<b>815-547-7304</b>
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<b>Belvidere North High School</b> 9393 Beloit Road, Belvidere, IL 61008 Principal: Marc Eckmann	<b>815-544-2636</b>	<b>815-547-2916</b>
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<b>Belvidere Endeavor High School</b> 1320 East Avenue, Belvidere, IL 61008 Principal: Stephanie Bye	<b>815-547-8080</b>	<b>815-547-8001</b>
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**Special Education:**

<b>Boone County Special Education Cooperative</b> 1320 East Avenue, Belvidere, IL 61008	<b>815-544-9851</b>	<b>815-547-7084</b>
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## **SCHOOL CALENDAR**

District #100 operates under two (2) different calendars; a traditional and a balanced calendar. Please refer to the district website ([www.district100.com](http://www.district100.com)) to view the calendar for your child(ren)'s attendance center.

## **SCHOOL BOARD POLICY**

Rules and regulations, which govern the day-to-day operations of the school system, that are included within this document are extensions of the Board of Education policy. Personal factors or contradictory advice from any source are not acceptable grounds for seeking exemptions from these rules and procedures.

## **HANDBOOK DISCLAIMER**

The youngest child in each family per building will receive a copy of the district handbook, approved by the Board of Education, at the beginning of the school year or upon enrollment in the district. The Parent/Guardian Receipt of District Handbook form must be returned to your child(ren)'s school within fifteen (15) days acknowledging receipt of the handbook. Failure to read this handbook does not excuse students from the requirements and regulations described herein. The handbook may be amended during the school year without notice.

## **STARTING/ENDING TIMES**

Elementary Schools	7:40 a.m. to 2:05 p.m.
Middle Schools	8:38 a.m. to 3:10 p.m.
Traditional High Schools	7:55 a.m. to 2:55 p.m.
Alternative High School	8:55 a.m. to 1:55 p.m.
Early Childhood Program	8:00 a.m. to 10:30 a.m. (morning session) 12:00 p.m. to 2:30 p.m. (afternoon session)

## **ADDRESS CHANGE**

**It is important that we have at all times your current address and phone number(s) (work and home). This information is especially important in cases of an emergency. Please notify the school immediately upon changing your address, telephone number(s), or home of who to call in case of an emergency if you are not available. Failure to update school information may result in parents/guardians not being informed of their child's academic progress, attendance or behavior issues. All attempts to contact parents/guardians will be made through the information provided to the school.**

## ADMISSIONS

All students must provide proof of residency, such as a current utility bill, in the name of the student's parent(s) or legal guardian. **A person who knowingly enrolls or attempts to enroll in District #100 on a tuition-free basis a student known by that person to be a nonresident of the district is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)).**

Children entering District #100 schools for the first time must present a certified copy of a birth certificate or other reliable proof, as determined by the Illinois State Police, of the student's identity and age and affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of a student's identity and age may include a passport, visa, or other governmental documentation of the child's identity. Physical examinations are required for students entering kindergarten (or first if the student was not enrolled in kindergarten the prior year), sixth, and ninth grades. In addition, all children who were not enrolled in an Illinois school the prior year (such as out-of-state transfers) must have a physical examination regardless of grade level. Dental examinations are required for students entering kindergarten, second and sixth grades. Proof of a dental examination must be provided by May 15 of the current school year. Students should bring their social security number to registration. All children entering kindergarten, and any children enrolling for the first time in a public, private or parochial school, must have an eye examination and present proof of such examination by October 15 of the school year.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board Policy 6:140, *Education of Homeless Children*, and its implementing procedures, as outlined in *The Illinois Education for Homeless Children Act* and the *McKinney Homeless Assistance Act*, govern the enrollment of homeless children.

To be eligible for admission to kindergarten, a child must be five (5) years old on or before September 1 of that school term. A child entering first grade must be six (6) years of age on or before September 1 of that school term. Based upon an assessment of readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be six (6) years old on or before December 31 of that school term.

The placement of students in grades 2-12 will be determined solely by District #100 based on standardized test data, student records, and other relevant information. Children ages 3-21 with exceptional needs who qualify for special education are eligible for admission.

## AFFIRMATIVE ACTION PLAN

District #100 has adopted an Affirmative Action Plan in accordance with the Equal Employment Opportunity Act, the Civil Rights Act, and the Title IX regulations of the U.S. Office of Health, Education, and Welfare.

The Affirmative Action Plan assures there shall be no discrimination in employment based on race, color, religion, sex, national origin, physical impairment, or age. In addition, the Plan assures that students attending District #100 schools shall be permitted to participate in education programs or school activities regardless of race, color, religion, sex, national origin, physical impairment, or age. These activities include extra-curricular activities, vocational training, or other education programs operated by the district.

Inquiries concerning the application of the Affirmative Action Plan may be referred, in writing, to the Superintendent of Schools, 1201 Fifth Avenue, Belvidere, Illinois 61008.

## **ASBESTOS HAZARD EMERGENCY REPOSE ACT**

In accordance with the *Asbestos Hazard Emergency Act*, anyone interested in reviewing the **Asbestos Management Plan and Building Inspection Report** may do so by calling the Building Principal or secretary where his/her child attends school to schedule a time to review the report.

### **ATTENDANCE/ABSENCE**

Illinois law provides that your child must be in school, and academic progress is improved by regular school attendance. Academic learning cannot take place when students are not in attendance. Attendance is essential to the success of the children in their education endeavors. Our attendance regulations are developed to encourage students to attend on a daily basis. The responsibility for assuring regular attendance rests cooperatively with the student, parents, and school. It should be noted that since some learning experiences cannot be made up, even excused absences might adversely affect a student's performance.

#### **Attendance Procedures**

- State law mandates that parents/guardians must call the school (the district requests no later than 9:00 a.m.) each and every day that their child is absent from school.
- If the parent/guardian does not call the school, then the school will contact the parent/guardian at home or work to verify the child's absence. State law requires verification of an absence in kindergarten through eighth grade.
- If a student must leave school early, please send a note stating the reason and the time the student will be picked up at school. For the safety of your student, please report to the office; we will call the student to the office for you. The high schools require a phone call from the parent/guardian when a student must leave school early or enter late. Upon entering or re-entering school after an appointment, the student is to present a note from the healthcare professional, legal or business worker which documents the student's appointment date and time.
- If a student is absent from school for 10 consecutive days for reasons other than illness, and if the parent/guardian fails to respond to a notice sent by the school, the student will be removed from the school's enrollment roster and the student's seat will not be reserved.

#### **Attendance Definitions**

**Excused Absences:** Board Policy states that students can receive an excused absence when they are absent from school for the following reasons:

1. Illness of the student - for more information, please refer to pages 19-21 of this handbook
2. Death in the immediate family (removed list)
3. Family emergency
4. Religious observances which are not available outside of school hours

5. Situations beyond the student's control as determined by the building principal
6. Other absences from school are considered unexcused.

A State ruling requires students must be present for a minimum of 300 minutes in order to count a full day of attendance, 150 minutes constitutes one-half day of attendance. Students in attendance less than 150 minutes will be considered absent for the entire day.

For any other student absence, parents/guardians of the student should seek approval by contacting the Building Principal or Assistant Principal prior to the absence. The responsibility for the make-up lays with the student, not the teacher. Immediately after the student's return to school, he/she must make arrangements with each teacher for make-up work.

**Family Vacations:** Students are encouraged to be in attendance at all times. Taking students out of school for a vacation will be discouraged; however, there are a few exceptions where families cannot plan their vacation during school vacations or summers. In those instances, family vacations must be approved by the building principal two weeks in advance in order to be considered excused. Family vacation forms are available in the office. The student will be expected to make up all work missed. Class discussions, lab experiments, and other types of activities are vital to the learning experience and cannot be replicated. Thus your student's grade may suffer due to lack of classroom participation during the vacation. Students will not be excused for vacations taken during the semester final exams at the high schools. All absences for vacation for which the school does not receive prior notification will be considered unexcused, with denial of make-up privileges.

**Tardiness:** Each student is expected to be in school on time. It is important that students be in each assigned class/classroom on time, allowing teachers and students to begin the educational process without interruption. Please consult the addendum to the district handbook provided by your student's school for specific guidelines and consequences for tardiness.

### **BICYCLE RIDING**

Riding bicycles to school is **not** encouraged. Please contact the Building Principal for specific restrictions at your building. Parents/guardians must take full responsibility for students' safety. Bicycles should be locked when parked. District #100 assumes no responsibility for loss or damage to bicycles parked on district property.

### **BULLYING**

School should be a safe and positive learning environment for all students. Bullying is defined as a repeated oppression, psychological or physical, of a less powerful person by a more powerful person or group of persons. Typically, bullying includes, but is not limited to, teasing, taunting, threatening, hitting, and stealing. This behavior will not be tolerated in school, on the bus, at bus stops, on school playgrounds or while walking to and from school. Parents will be notified by the school of any bullying behavior that their child exhibits. The school will then monitor the behavior of the bully and proper disciplinary action will be taken if continued and repeated acts occur. Students and parents will be given opportunities and resources to remedy bullying behavior. **(Board of Education Policy 7:180)**

## BUS SAFETY RULES AND MISCONDUCT PROCEDURES

All kindergarten through twelfth grade students living 1-1/2 miles or more from school will be bused to and from school. Students can only ride the bus to which they are assigned. Deviations from the regular schedule must be approved by the Director of Operations and Business Services.

In order to ensure safe transportation of all students riding District #100 buses, it is necessary that certain standards of proper behavior be adhered to by the students while they are on the bus. We view misconduct on the school bus as a most serious kind of behavior due to the safety of the other passengers. Misconduct while riding the bus can warrant interruption or loss of riding privileges and/or suspension from school. When a bus driver writes up a student for misconduct, the parent will be notified either by phone or by mail. The Building Principal and/or district's transportation provider will take appropriate action with regard to any bus misconduct. Such action can include, but not be limited to, removal of the student from riding the bus to and/or from school or suspension from school. We hope that all parents will take time to discuss these rules with their children and to emphasize the importance of abiding by such rules for the safety of all passengers on the bus.

**The Board of Education has approved the use of cameras on buses to monitor the behavior of students.**

1. Students are expected to be at their designated bus stop 5 minutes prior to the scheduled pick up time.
2. Stay at least 6 feet behind the spot where the bus stops for pickups. Do not crowd to be first on the bus. Wait for the bus to come to a complete stop before moving toward the bus.
3. Observe safety precautions when loading or unloading. When it is necessary to cross the roadway, the crossing must be made 10 feet in front of the bus and only on a signal from the bus driver.
4. Students will not be allowed to ride home on another bus unless an emergency situation has occurred. The Building Principal or designee must grant permission.
5. If a student moves, it is the responsibility of the parent/guardian to contact the school to change a bus stop location.
6. Do not leave your seat while the bus is in motion.
7. Loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
8. Never tamper with the bus or any of its equipment.
9. Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows. There is a safety line on all side windows, and windows must not be lowered beyond that line.
10. The aisles must be kept clear at all times.
11. Do not kneel on the seats to talk to students behind you.
12. No animals are allowed on the bus.
13. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus except under special circumstances (i.e., to and from athletic contests or field trips).
14. Be courteous to fellow students and the bus driver.
15. No smoking or lighting of matches will be permitted at any time.
16. Bullying will not be allowed.
17. Rough-housing or fighting will not be allowed.
18. Swearing or bad language will not be tolerated.
19. Be alert for a warning signal from the driver.
20. In the event of an emergency, remain in your seat until instructions are given by the driver.
21. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperon appointed by the school.
22. Do not ask the driver to stop at places other than the regular bus stops. Bus drivers are not permitted to do this except with proper authorization from a school administrator.
23. Only students eligible for transportation may ride a bus to and from school. All students who reside 1½ miles or more from school, or reside in an area deemed to be a serious safety hazard, are designated by the State of Illinois as eligible for transportation.
24. The seat occupied and the back of the seat in front of the student are his/her responsibility. Cost of repairs for vandalism will be paid by the student. Students can be assigned seats on their morning and afternoon runs.

25. Students are expected to behave in an appropriate manner on the bus. Any behavior which constitutes a disruption to the driver or other students will not be allowed.
26. Cooperation of parents or guardians is needed to help provide safe transportation for all students on the bus. Safety awareness must begin, and be consistently reinforced, at home. The following points are suggested to parents/guardians:
  - Stress the importance of remaining seated and reasonably quiet while the bus is in motion.
  - Provide young children with a school bag and remind them to use it to carry all of their papers. Loose papers are a serious hazard. It is easy for a child to drop one. The paper can then blow in front of or under the bus. A distracted driver cannot see a child run to retrieve his/her treasure, resulting in a horrible tragedy.
  - Train your children not to automatically expect traffic to stop for the red overhead flashers on the bus. Children should always look before crossing, as some motorists might not see or may deliberately ignore the warning lights.
  - Have your children properly dressed for bad weather days as vehicles are often delayed on such days.
  - Discuss the safety hazards involved in throwing anything out of a bus window.
  - Familiarize yourself with evacuation procedures and discuss them with your children. Knowing what to do in an emergency or breakdown is crucial to everyone.
  - Support the District's policies and procedures. Recognize that the district's job is not to provide taxi service and that resources are often limited.

### **CELLULAR TELECOMMUNICATION DEVICES, ELECTRONIC PAGING DEVICES, OR LASER EMITTING DEVICES OR LOOK-ALIKES**

The Board of Education strictly prohibits the following by students:

1. Using or possessing an electronic paging device.
2. Using a cellular telephone, video recording device, personal digital assistant (PDA) or other electronic device, in any manner that disrupts the educational environment or violates the rights of other persons, including using the device to cheat, take photographs in locker rooms or restrooms or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) the use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff or other individuals or property.
3. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

This prohibition extends to District or school-sponsored events at locations other than schools or on district property.

Any student found in violation of this policy shall be subject to suspension or expulsion by the Board of Education. In addition, the electronic device will be confiscated and only returned to the parent/guardian. The Board of Education, with approval of the Building Principal, may make exceptions. **(Board of Education Policies 6:235, 7:180 and 7:190)**

## CORPORAL PUNISHMENT

District #100 does not believe corporal punishment is an effective means of enforcing or maintaining proper student behavior. Therefore, corporal punishment is prohibited by all employees of the district (**Board of Education Policy 7:190, Student Discipline**). This policy is not intended to prohibit the use of reasonable force to prevent bodily harm to oneself or others.

## DRESS CODE

Students are expected to refrain from wearing clothing that is provocative or suggestive. These items include, but are not limited to, clothing worn in such a way that would expose undergarments or midriffs. Spaghetti straps (less than one-inch straps), chains, dog collars, and clothing with violent or obscene sayings are not to be worn. Coats and head coverings are also not to be worn in any of the buildings. Skirts, dresses and shorts must be no shorter than fingertips when arms are extended along the sides. Each school reserves the right to enforce more stringent dress code requirements with proper notification to parents and students. **Please refer to your building addendum to the district handbook for final details regarding dress code (i.e., Washington Academy).**

## DUE PROCESS/GRIEVANCE PROCEDURES FOR STUDENTS

For the purpose of this procedure, the term "grievance" can be defined as a claim by a student or parent/guardian of a student that the student has been denied participation in a specific educational function in violation of Title IX, Title VI, or Section 504 of the OCR guidelines. A "grievance" can also be defined as a claim by a student or parent of a student that the student has been denied due process rights on a decision which is not related to a suspension or expulsion. A "grievant" is defined as the student and/or his/her parent/guardian who initiates the alleged grievance and who is a residents of District #100. All grievances shall be handled in the following manner:

- Step 1 Any student who has an alleged grievance as defined above should discuss the matter with the Building Principal in an attempt to resolve the grievance. If the matter cannot be resolved, the student shall submit said grievance, in writing, to the Building Principal. The written grievance shall contain a concise statement of the facts upon which the alleged grievance is based and must include a specific statement of the alleged violation. The Building Principal shall provide a written response within 5 school days.
- Step 2 If the grievance is not resolved at Step 1, the grievant may request a hearing with the District's hearing officer for Title IX, VI, and 504. The request must be made in writing within 5 school days after receiving the Building Principal's written response. The District's hearing officers and non-discrimination coordinators are Joel Moeller, Assistant Superintendent for Human Resources, and Cheryl Gieseke, Director of Grants and Assessments, and notice should be delivered to 1201 Fifth Avenue, Belvidere, Illinois 61008.
- Step 3 If the grievance is not resolved at Step 2, the grievant may request a hearing with the Superintendent of Schools or his designee. Said request must be made in writing within 5 school days of the decision of the district's hearing officer. The Superintendent's written response shall be given within 5 school days after the next regular Board meeting.

Step 4 If the grievance is not resolved at Step 3, the grievant has recourse through the court system. However, the grievant shall be responsible for his/her attorney's fees, court costs, etc., where applicable. A student may request that his/her parent(s)/guardian(s) accompany the student and act or speak on behalf of the student.

### **ELECTRONIC MONITORING DEVICES**

District #100 reserves the right to use electronic monitoring devices to enhance school security.

### **ELEMENTARY SCHOOLS (Curriculum)**

Each elementary building has a "core" curriculum of reading, language arts, mathematics, social studies, science, health and writing. Opportunities are also provided in the areas of art, music, physical education, drug prevention education, career education, computer education, etc. The curriculum is designed to meet the individual needs and capabilities of each student. Pupils with special needs receive instruction through such programs as special education, gifted education, Title I reading, and bilingual instruction. Additional services are provided by school nurses. Each attendance center has a library/learning resource center. The children are the "heart" of the educational process. **Please refer to your building addendum to the district handbook for a more specific "core" curriculum description (i.e., Washington Academy).**

### **ELEMENTARY SCHOOLS (Student/Classroom Placement)**

Decisions regarding student assignments to classrooms and teachers are the responsibility of the Building Principal. Parental requests for specific teachers will not be honored.

### **EMERGENCY DISMISSALS AND CLOSING OF SCHOOL**

Sudden weather changes sometimes make it necessary to delay starting, dismiss early, or close schools because of the hazards of transportation. Should this occur on any day prior to the time for opening schools, announcements will be made on major television and radio stations by 6:00 a.m., and through the SchoolMessenger telephone notification system. **PLEASE DO NOT CALL THE SCHOOL.** In the event weather conditions should force the closing of schools during the day, arrangements should be made in advance with neighbors to ensure someone will be responsible for your student whenever any emergency arises. In the event of such closings, the school office will remain open for parental contact; students will be permitted to use the phone during these emergency situations. On days when school is canceled due to inclement weather, all after school activities, including practices, performances, and contests will be canceled. In the case of tournaments or state series contests, the decision will be made by the Athletic Director, Building Principal, and Superintendent of Schools.

#### **TV**

WREX Channel 13  
WTVO Channel 17  
WIFR Channel 23  
FOX Channel 39

#### **Radio**

WZOK (97.5 FM)  
WROK (1440 AM)  
WKGL (96.7 FM)

Emergency weather information will also be posted on the district's website ([www.district100.com](http://www.district100.com)), and parents/guardians will be contacted by telephone and e-mail through the District's SchoolMessenger notification system.

SchoolMessenger Notification System: The district's instant alert system informs parents of emergencies quickly. SchoolMessenger brings the news directly to parents through e-mail, cell phone, home phone, and/or PDA's. **However, for the system to work properly, parents/guardians need to make sure their contact information is kept up-to-date.** To update information, please contact your child's school.

## EMERGENCY DRILLS

Emergency drills such as fire, bus evacuation, earthquake, and tornado drills, are planned and regular practice drills are held. This is in accordance with the recommendations of the Illinois State Board of Education and the local fire departments.

## EXTRA-CURRICULAR AND CO-CURRICULAR ACTIVITIES

### Academic Criteria

For students in kindergarten through 8<sup>th</sup> grade: Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the district's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code. **Please refer to your building addendum to the district handbook and/or IESA-IHSA by-laws governing participation in any school-sponsored, school-supported or extracurricular activity.**

For high school students: Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the district's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must: (a) earn a 2.0 grade point average and pass 5 classes for the prior semester, and (b) maintain a passing grade in each course for the current semester. Academic ineligibility for students who are failing up to 2 courses may be rescinded while the student attends and demonstrates successful progress in a district-approved tutorial program in accordance with the Code of Conduct for extracurricular activities. Students who do not earn a 2.0 grade point average the prior semester may have their academic ineligibility rescinded if the Building Principal determines the student demonstrated sufficient effort and circumstances exist warranting the Building Principal to waive this requirement for one semester. During this probation period, the Building Principal may impose conditions that he/she deems necessary to bring the student into compliance with the 2.0 grade point average requirement. The Building Principal may not waive the 2.0 requirement for two consecutive semesters. Grades earned in the eighth grade are not considered in determining eligibility. Therefore, ninth graders are eligible to participate in the fall season. Students receiving special education services, 504 accommodations, or who have other recognized learning problems shall be subject to the above eligibility requirements unless otherwise determined on an individual basis by school officials or by the student's multidisciplinary educational team. The final decision for academic ineligibility or for the student to be enrolled in a tutorial program shall be the responsibility of the Building Principal.

## **Code of Conduct**

As a condition of participation in extracurricular activities, students shall abide by the terms of the Code of Conduct adopted by the Board of Education. As a condition of participation in athletic activities, students shall submit to random drug testing as outlined in the district's Administrative Procedures.

## **Physical Examination Requirements**

All students in middle school and high school who are going to participate in sports **MUST** have their sports physical prior to practicing the sport. No student will be allowed to try out or participate in any sport unless the physical exam is complete and provided to the nurse at the middle school or provided to the District Athletic Director at the high school. Sports physicals are good for one (1) year from the date they are completed.

## **504 ACCOMMODATION PLAN**

Students may be eligible for accommodations within their school program under Section 504 of the Rehabilitation Act of 1973 if they have a physical or mental impairment, a history of physical or mental impairment, or are regarded as having a physical or mental impairment that substantially limits one or more major life activities. Major life activities include, but are not limited to, functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

If a parent/guardian feels their child should be considered for accommodations under Section 504, the parent/guardian should contact the Building Principal and request a 504 evaluation. The evaluation will be completed and a meeting will be held to determine if the student qualifies for an accommodation plan under Section 504.

## **FOOD SERVICE PROGRAM**

The district participates in the National School Lunch Program. Children of parents/guardians who meet income eligibility requirements may receive lunches for free or at a reduced price. Applications for the free and reduced program can be obtained from your child's school. Children who are not able to eat regular school meals because of medical reasons must have appropriate medical verification to be offered special meals.

Breakfast and lunch are provided to students in all school buildings. Prices are subject to change based on Federal Regulations and are established by the district's food service provider. A listing of all meal prices is available on the district's website.

The food service program encourages students to use the pre-pay method for school lunches. Students can pay in advance for meals, and their account will be debited as meals are used. Students can also pay per day, if necessary. Students will not be allowed to charge meals.

The district has adopted a Wellness Policy regarding food and drink choices in buildings. Please see your Building Principal for details. **(Board of Education Policy 6:50)**

## GRADING

It is the desire of the Board of Education to establish an educational environment which ensures that every student will receive the opportunity to learn to his/her potential. Administrators and teachers prepare a learning environment which meets the needs, interests, and learning styles of students. The focus of the school system shall be upon the student and his/her total development.

We recognize that each child is an individual and that he/she grows and learns at his/her own rate. Each child's progress is monitored on a continuing basis throughout the year. This information is shared with parents/guardians through phone calls, written notes, special reports, report cards and conferences. Phone calls and written notes occur on an as-needed basis. Parents/guardians are provided with a special report in the middle of the grading period. This report informs you that your child is experiencing problems. Report cards are provided 4 times per year at approximately 9 week intervals for grades 1 through 12. Report cards for all kindergarten students are provided at the end of each semester. Parent-teacher conferences give parents and teachers an opportunity to share information that will facilitate appropriate planning for the child's progress.

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on achievement tests administered by the district. A student shall not be promoted based on age or any other social reason not related to academic performance. Promotion decisions regarding students receiving special education services, 504 accommodations, or who have other recognized learning problems shall be based on Individualized Educational Plans (IEP) or approved modifications in the curriculum.

Consultation with the parent/guardian throughout the school year will be maintained and documented when educational progress is not satisfactory. The final decision regarding the need for supplemental education outside the regular school day or school year and the student's promotion to the next grade shall be the responsibility of the Building Principal.

## GRADUATION REQUIREMENTS

The total number of credits required for graduation is 24. Please contact one of the district's high schools for additional information regarding completion of the requirements. A student with a disability who has an IEP prescribing special education services, transition planning, transition services or other related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. Any such student is encouraged to participate in the graduation ceremony with his or her graduating class.

## HIGH SCHOOL EXTRA-CURRICULAR AND SPORTING EVENTS

In the best interest of the health and safety of all students, any students middle school age or younger **MUST** be accompanied by a parent/guardian or other supervisory adult at any high school extracurricular or sporting event or on District #100 property during those events. A "*Code of Conduct for Athletes*" is available from the Athletic Department at either high school.

## INTEGRATED PEST MANAGEMENT PROGRAM IN SCHOOLS

Periodically, District #100 sprays insecticides for the purpose of pest control. Typically, this spraying does not take place during regular school days. The district tries to schedule spraying on days such as school improvement days or over long vacations. The only time spraying would take place during school hours would be on an emergency basis.

If you would like to be contacted in advance of any spraying, the district will contact you 2 business days in advance. Those wishing to be contacted must state this request in writing, including full address. Please submit this request to the office where your child(ren) attend(s) school.

## TECHNOLOGY USE AGREEMENT

The district has adopted an “Acceptable Use Policy” (AUP) which shall be signed by each student upon entering and/or periodically throughout his or her enrollment in District #100. Future access to the AUP can be found on the district’s website under **Board of Education Policy 6:235** or by contacting your student’s building of attendance.

## MEDICAL INFORMATION

### Students with Chronic Communicable Diseases

#### **Section I Placement**

A student with a chronic communicable disease may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student is sufficiently remote in such setting so as to be outweighed by the detrimental effects of the student's placement in a more restrictive setting. If a student is required to be placed in a non-school setting, an appropriate educational program shall be developed and provided to the student. The determination of whether or not a student with a chronic communicable disease may attend school in the regular classroom setting shall be made in accordance with Section II of this policy.

#### **Section II Placement Procedures**

##### A. Temporary Exclusion

Upon being informed that a student has, or is reasonably suspected of having, a chronic communicable disease, an employee shall inform the Superintendent or designee responsible for convening the review team.

Pending determination of placement, a student with a chronic communicable disease, or a student reasonably suspected of having a chronic communicable disease, may be temporarily excluded from school if a medical situation exists warranting temporary exclusion.

##### B. Initial Evaluation

Each student with a chronic communicable disease, or a student reasonably suspected of having a chronic communicable disease, if requested by the district, shall submit to a medical examination as part of an initial evaluation. The student shall then be evaluated by the review team, convened by

the Superintendent or his designee, that may consist of appropriate district personnel and a physician or other consultants selected by the Superintendent or his designee, the student's physician(s), public health personnel, the district's legal counsel, the student's parent or guardian, and the student, where applicable. Every effort shall be made to complete the evaluation in a prompt and timely manner.

C. Placement Decision

Upon completion of an initial evaluation, one or more conferences shall be convened for the purpose of formulating program and service options. Recommendations concerning the student's placement shall be determined in accordance with the standards set forth in Section I of this policy and shall be based on the following factors:

1. the risk of transmission of the disease to others;
2. the health risk to the student;
3. reasonable accommodations which may be made without undue hardship to reduce the health risk to the student and others; and
4. the provision of educational services in the least restrictive environment.

The placement decision shall be communicated, in writing, to the student, the parent or guardian, Building Principal and the Superintendent.

The decision of a student's placement or individualized educational program may be appealed, in writing, to the Superintendent.

D. Subsequent Evaluation

The student shall be re-evaluated on a regular basis by the review team to determine whether the student's placement and program continue to be appropriate. The frequency of the re-evaluations shall be determined by the team, but in no event shall the student be re-evaluated less frequently than twice per school year. In the event a change in the student's medical condition occurs, or a change in the school environment occurs, the review team shall determine if a change in placement is appropriate. If, however, an emergency occurs, the Superintendent shall have the right to take appropriate action. Any such action will be reviewed by the review team as soon as possible.

**Section III Confidentiality**

A student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to the student and others. The number of personnel aware of a student's condition will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease can increase. Persons deemed to have "a direct need to know" will be provided with the appropriate information; however, these persons **shall not** further disclose such information. The review team responsible for making initial evaluations and placement decisions will be responsible for determining who has "a direct need to know". The Superintendent, or designee, will notify the local health authority of each suspected or diagnosed case of communicable disease. In cases where the review team makes recommendations concerning chronic diseases, the Superintendent, or designee, will inform the local health authority of the suspected or diagnosed cases.

## Section IV Additional Rules and Regulations

The Superintendent may establish additional rules and regulations designed to implement this policy.

### Reporting Requirements

The following diseases and conditions have been declared, by the Illinois Department of Public Health, to be contagious, infectious, communicable, and dangerous to the public health. Please report any of the following to the school nurse immediately. Mandated reporters, such as health care providers, hospitals, and laboratories, must report any suspected or confirmed case of these diseases to the local the local health authority within a specified time.

Any suspected bioterrorist threat

Any unusual case or cluster of cases that may indicate a public health hazard

AIDS	Malaria
Anthrax	Measles
Arboviruses (including WNV)	Mumps
Botulism, foodborne	<i>N. meningitides</i> , invasive
Botulism, infant, wound, other	Ophthalmia neonatorum (gonococcal)
Brucellosis	Pertussis or whooping cough
Chancroid	Plague
Chickenpox	Poliomyelitis
Chlamydia	Psittacosis
Cholera	Q fever
Creutzfeldt-Jakob Disease	Rabies, human and potential human exposure
Cryptosporidiosis	Reye syndrome
Cyclosporiasis	Rocky Mountain spotted fever
Diphtheria	Rubella
Ehrlichiosis and Anaplasmosis	Salmonellosis, other than typhoid
Enteric E. coli infections	Severe Acute Respiratory Syndrome (SARS)
Foodborne or waterborne illness	Shigellosis
Giardiasis	Smallpox
Gonorrhea	Smallpox vaccination, complications of
<i>Haemophilus influenzae</i> , invasive	<i>S. aureus</i> , Methicillin resistant (MRSA) clusters in a community setting or infection in infants <61 days
Hantavirus pulmonary syndrome	<i>S. aureus</i> infections with intermediate or high level resistance to vancomycin
Hemolytic uremic syndrome, post diarrheal	Streptococcal infections, Group A, invasive and sequelae to
Hepatitis A	Group A streptococcal infections
Histoplasmosis	<i>S. pneumoniae</i> , invasive in those <5 yrs
HIV infection	Syphilis
Influenza, death in <18 yr olds	Tetanus
Influenza A, novel virus	Toxic shock syndrome due to <i>S. aureus</i>
Legionellosis	Trichinosis
Leprosy	Tularemia
Leptospirosis	

Listeriosis  
Lyme disease

Typhoid fever  
Typhus  
Vibriosis  
Yersiniosis

The occurrence of any increase in incidence of disease of unknown or unusual etiology should be reported, with major signs and symptoms listed.

When an epidemic of a disease dangerous to the public health occurs and present rules are not adequate for its control or prevention, more stringent requirements shall be issued by the Illinois Department of Public Health.

### **Injury and Illness**

Should a student be injured while being transported by or in attendance of a district school, the district will act in the best interest of the student. Any accident occurring during a class or on school equipment shall be reported to the school nurse assigned to the building.

In case of serious illness/accident of a student while at school, the parent/guardian will be notified by the school. It is vital that the parent/guardian have on record at school a current telephone number where he/she can be reached during school hours and/or an emergency number responsible for the child's care in case the parent/guardian is unavailable. The hospitals will not give treatment for a non-life-threatening health problem unless there is parental consent. **Parents/guardians must complete a new emergency card each year to keep the information as current as possible.**

Every effort will be made by school personnel to contact parents/guardians before requesting an ambulance; this would apply to non-life-threatening situations. In the case of life-threatening situations, the ambulance would be called before any attempt is made to contact the parent/guardian for permission. Parents/guardians are responsible for these ambulance fees, **not** the district. If a parent/guardian refuses the use of an ambulance, even though the school personnel feel it is necessary, it is the full responsibility of the parent/guardian involved. There is no need for a principal/staff member to sign any papers in regard to the ambulance service.

Students will be excluded from school for the following conditions:

1. Uncoverable sores, undiagnosed or untreated skin eruptions and/or weeping lesions
2. Acute illness
3. Acute conjunctivitis
4. Diarrhea -- 4-5 loose stools within 24-hour period
5. Respiratory illness or cough
6. Fever -- Temperature over 100 degrees
7. Incontinence
8. Active case of head lice (pediculosis), scabies, or ringworm
9. Chicken Pox

Any child who has been sent home from school because of illness should remain at home until he/she is free of fever and the symptoms of illness, or has obtained a note of release from a physician. This also applies to children who have been ill at home the night before or absent the previous day due to illness. Should the child's

illness or condition fall within the guidelines of the Department of Public Health as a reportable communicable disease, it will be reported as mandated by law.

Limited participation in the physical education program may be provided for those who are recovering from a serious illness or injury. An excuse from the family doctor, requesting exemption from all or part of the physical education program, should be sent to the Building Principal and/or school nurse in the building. **A parent/guardian may excuse their child for up to 5 days; after that time, a doctor's excuse is required. If a student must be excused from physical education, he/she must also be excluded from recess and/or extra-curricular sports.** Any student requiring a cast or stitches for an injury and who is under the care of a physician will be excluded from participation in physical education, recess, and extra-curricular sports until treatment is completed and the student is released, in writing, by a physician.

### Medication

Medications may be given to a child at school in an emergency or if it is required in order for the child to remain in daily attendance for comfort or as a necessity. **It is expected that in most instances medication will be given at home and not in school.**

Our school medication policy follows the recommended guidelines of the Illinois Department of Public Health and the Illinois State Board of Education. It states that the administration of medication to students during regular school hours and during school-related activities should be discouraged unless absolutely necessary for the critical health and well-being of the student. This includes both **PRESCRIPTION AND ANY OVER-THE-COUNTER MEDICATION.**

#### **Section I District Administration of Medication**

1. Medication forms are available in all school offices and from school nurses and district website.
2. **All medication, including non-prescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status.**
  - The only exception to the above would be throat lozenges or cough drops (not candy or liquids) which may be sent to school without a written doctor's order if a parent/guardian provides them and writes a note requesting their child be allowed to use them during school. All notes are to be checked by the nurse. The elementary teachers will keep the cough drops on their desks with the note. Middle and high school students may carry them with their note. The cough drops need to be in the original wrapper or bag so that the ingredients can be determined.
3. A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber in accordance with the prescriber's license.
4. In addition to the prescriber's order, a written request shall be obtained from the parent/guardian requesting the medication be given during school hours. **It is the responsibility of the parent/guardian to assure that the licensed prescriber order, written parent request, and the medication are brought to school in the original container or package (prescribed and over-the-counter medication).**
5. All prescription medication brought to school must be properly labeled with the name of the student, prescription number, doctor's name, name of medication, dosage, administration directions, date and refill, pharmacy name, address, and phone number and the name or initials of the pharmacist. All over-the-counter medications must be in the original container or package.
6. **All prescriptions for medication are renewed at least yearly.** A new written doctor's order must accompany any dosage changes in a student's present medication order.

7. Students will be allowed to carry emergency medications (Epi-pens, asthma inhalers) on the school bus if an order from the doctor is on file with the school nurse. All other medications should be transported to school by parents/guardians. If you have any questions, please contact the Building Principal or the school nurse.
8. No medicine is allowed on District #100 buses unless approved under the procedures previously listed in this section.

## **Section II Self-Administration of Medication**

Students are not allowed to self-administer medication, except under the following circumstances:

1. High school students may carry over-the-counter pain relievers and self administer without going to the nurse if they have a doctor's written order and written parent request on file with the nurse. The parent/guardian must complete an "Authorization for the Administration of Medication" form and sign that he/she takes full responsibility for the appropriate use of the medication by the student named on the form. The student and the parent understand that distribution to any other student will result in suspension and possible expulsion of the child.
2. A school, whether public or nonpublic, must permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto-injector by a pupil, provided that:
  - The parents or guardians of the pupil provide to the school written authorization for the self-administration of medication or use of an epinephrine auto-injector; and
  - The parents or guardians of the pupil provide to the school a written statement from the pupil's physician, physician assistant or advanced practice registered nurse containing the following information: (a) the name and purpose of the medication or epinephrine auto-injector; (b) the prescribed dosage; and (c) the time or times at which or the special circumstances under which the medication or epinephrine auto-injector is to be administered.

The parents or guardians of the pupil must sign a statement acknowledging that District #100 is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or use of an epinephrine auto-injector by the pupil and that the parents or guardians must indemnify and hold harmless District #100 and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication or use of an epinephrine auto-injector by the pupil.

The permission for self-administration of medication or use of an epinephrine auto-injector is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements of this section. Provided the requirements of this section are fulfilled, a pupil with asthma may possess and use his or her medication, or a pupil may possess and use an epinephrine auto-injector (a) while in school, (b) while at a school-sponsored activity; (c) while under the supervision of school personnel; (d) before or after normal school activities, such as while in before-school or after-school care on school-operated property.

## **Registration/Immunization Requirements**

All children (upon initial enrollment in **any** grade), who have not previously been enrolled in an Illinois school district, must have a current physical examination by a licensed physician. "Current physical examination" is defined as one which has been received within the past school year. For all students this will be necessary as

they enroll in Early Childhood (ages 3 and 4), kindergarten or non-graded 5 year olds, sixth grade or non-graded 11 year olds, ninth grade or non-graded 15 year olds and students entering from out of state or out of country. During this examination, the following immunizations (minimum state requirements) should be updated:

1. DPT (Diphtheria, Pertussis, Tetanus) - 4 or more doses with the first 3 given in series and no less than 4 weeks apart. The ending dose or booster (#4 or #5) must be received no less than 6 months after the preceding dose and must be received on or after the **4th birthday** and prior to school entrance. If a student is 6 years old or older upon entering an Illinois school, only 3 doses are required with the 3rd being a booster dose.
2. Polio - 3 or more doses, with 2 doses given in series and received no less than 4 weeks apart. The ending dose (#3 or #4) must be received no less than 6 months after the preceding dose and must be received on or after the **4th birthday** and prior to school entrance.
3. Measles (Rubeola) - Must have 2 doses. The first must be on or after **12 months** of age, and the second must be at least 1 month after the first dose. Usually the first dose is given at age **15 months** in combination with the **MMR**, and the second is usually given at the time of the kindergarten examination.
4. Rubella (German Measles) - Must have received vaccine on or after **12 months** of age, but if given with measles vaccine, then given at **15 months** of age.
5. Mumps - Must have received vaccine after **12 months** or have physician's certification that child has had disease. Numbers 3, 4, and 5 are usually combined and given as an **MMR** dose on or after **15 months**.
6. Hib - One dose is required for all students ages **15-59 months** of age, but not for kindergarten entry.
7. Hepatitis B - All preschoolers (ages 3 and 4), non-graded 10 year olds and students in grades 5 through 12 must have a series of 3 Hepatitis B vaccines (initial dose, the second 1 month after the first, and the third no sooner than 2 months after the second, preferably at least 5 months after the second dose to increase protection). If the series is started but not completed, the series does not start over but is completed.
8. Varicella (Chicken Pox vaccine) – All children 2 years of age or older entering a school program under the kindergarten level, and children entering kindergarten for the first time on or after July 1, 2002, must show proof of having received at least one dose of varicella on or after the first birthday, proof of varicella disease or laboratory evidence of varicella immunity.

Unless the student is homeless, failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the district. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations.

### **Vision/Hearing Screening**

The school nurses perform annual vision and hearing screenings. Vision screenings are done in grades preschool, kindergarten, 2, 5 and 8 for all special education students, all students new to the district and by teacher referrals. Hearing screenings are done in grades preschool, kindergarten, 1, 2, 3, 5 and 8 for all special education students, all students new to the district and by teacher referrals.

Deviations from the normal are then rechecked by the school nurse who sends a written referral to the parent when follow-up is indicated. **Students failing the eye exam should be checked by an eye doctor as soon as possible.** Vision and hearing problems can cause learning difficulties in the classroom. Students wearing glasses should have a vision exam every 2 years with an eye doctor. Vision forms are available from the school nurse.

The school nurse works cooperatively with parents/guardians, private physicians, and all school personnel to improve and maintain the health of all students.

\*Vision screening is not a substitute for a complete eye and vision evaluation by a licensed eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating an examination has been administered within the previous 12 months and that evaluation is on file at your child's school.

### **Dental Examination**

All students in kindergarten, second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a student in the second or sixth grade fails to present proof by May 15, the Board of Education may hold the child's report card until the child presents proof: (1) of a completed dental examination; or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### **Eye Examination**

All children enrolling in kindergarten after January 1, 2008, and any children enrolling for the first time in a public, private, or parochial school after January 1, 2008, must have an eye examination and present proof of the eye examination to the school before October 15 of the school year in accordance with rules adopted by the Illinois Department of Public Health. If a student fails to present proof by October 15, the school may hold the child's report card until the child shows proof of: (1) a completed eye examination; or (2) that an eye examination will take place within 60 days after October 15.

### **Exemptions**

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from:

1. This policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection;
2. The health examination or immunizations requirements on medical grounds if a physician provides written verification; or
3. The dental examination requirement if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.
4. The eye examination requirement if the student's parent(s)/guardian(s) show an undue burden or lack of access to a licensed physician or optometrist. Religious objectors are also exempt from the eye examination in accordance with other health examination religious objections in subsection 8 of Section 27-8.1.

Any homeless student shall be immediately admitted, even if the child or child's parent(s)/guardian(s) is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

## **NO CHILD LEFT BEHIND**

Parents/guardians of a student attending a Title I school are entitled to request information regarding the professional qualifications of their child's classroom teachers, including the following information:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which he or she provides instruction;
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree he or she holds, and the field of discipline of the certification or degree;
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## **POLICE QUESTIONING OF STUDENTS (NON-SCHOOL RELATED MATTERS)**

The behavior of students outside of school hours away from the school grounds is generally the responsibility of parents/guardians rather than of the schools. It follows, therefore, that the student is entitled to the guidance, assistance, and protection of the parent/guardian when he/she is under suspicion of having committed crimes at times or places outside the jurisdiction of the school's authority. As a consequence, police questioning of students in the schools and during school hours may be undertaken. In every case, a school official must be present during the interview. In the event the school is unable to notify a parent/guardian and law enforcement representatives feel the time factor is critical, the school official is authorized to use his/her judgment and act on behalf of the parent/guardian. In addition, school officials must grant access (but might be denied presence themselves) to DCFS officials, who are investigating an incident of child abuse or neglect.

## **REGISTRATION FEES**

With the exception of the driver education fee (which will be collected at the time the student is scheduled for Behind the Wheel instruction) and the co-curricular participation fee, all fees are due and payable at registration. The Board of Education shall waive all fees assessed by the district for students whose parents/guardians meet the federal requirements for free lunches. Applications for fee waivers may be obtained from the Building Principal and must be returned to the Building Principal. District #100 utilizes the same guidelines for the waiving of all fees as required by the federal government for free lunches. Registration fees are established by the Board of Education on an annual basis. Registration fees are available on the district's website.

## **RESPONSE TO INTERVENTION (RtI)/POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

Changes in Federal and State laws have directed schools to focus more on helping all children learn by addressing problems earlier within the general education setting. These new laws emphasize the importance of providing high quality, scientifically-based instruction and interventions and hold schools accountable for the adequate yearly progress of all students. This new process of providing interventions to students who are at risk for academic or behavioral problems is called Response to Intervention, or RtI. (Information from IASPIRE) Within the RtI model, District #100 utilizes Positive Behavior Interventions Support, or PBIS, to address the emotional and behavioral needs of students in the district. All buildings in the district are Illinois PBIS schools.

District #100 is involved in the RtI/PBIS process. More information regarding RtI/PBIS is available at your child's school and on the district website.

## **SAFETY IN THE SCHOOLS**

For schools to be effective, they must operate within a safe and orderly environment. Specifically, this means being prepared in case of an emergency. School authorities have both a moral and legal obligation to provide for protection of property and lives of students and staff.

A comprehensive plan has been developed for use during emergencies and includes a plan for each individual building in District #100.

The entrance doors to the buildings will be locked after the tardy bell rings. After that time, entrance into the buildings can be gained by using the door(s) specified for that purpose during the school day. Other than normal office visits, all visitors will be asked to provide a photo ID before being issued a visitor's pass/entry into the school. Upon exiting the building, visitors will return their visitor's pass at the main office in exchange for their photo ID. In some emergency situations, classroom doors may also be locked depending on the immediate situation.

## **SEX OFFENDER AND CHILD MURDERER COMMUNITY NOTIFICATION LAW**

Information about sex offenders registered under the Illinois Sex Offender Registry is available through a link on the Illinois State Police website at <http://www.isp.state.il.us>. Individuals may search the database by name, zip code or county. Access is free.

## **SEXUAL HARASSMENT OF STUDENTS**

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

1. An employee's or district agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, services, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the Building Principal or Assistant Principal. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Principal for appropriate action.

## **SPECIAL EDUCATION**

Article XIV of the Illinois School Code places responsibility on local school districts to provide and maintain appropriate and effective educational programs for all special education students who are residents of District #100. Special education students are those who can exhibit disabling characteristics and are found eligible by the educational team for services in the area(s) of physical disability, social or emotional development, specific learning disabilities, cognitive impairment, speech and language impairment, autism, traumatic brain injury, hearing impairment, visual impairment, developmental delays, and/or other health impairments.

Special education instructional programs and supportive services, including diagnostic services, are available to children who are between the ages of 3 and 21 and who are enrolled in District #100. Referrals for evaluation for special education services are made in writing to the Building Principal where your child attends.

Depending on the nature and the severity of the educational needs, programs and services are either provided through the Boone County Special Education Cooperative or at the local building level. Belvidere Community Unit School District #100 is a member of the Boone County Special Education Cooperative.

### **Speech/Language Screening**

Speech/language screening may be performed to check articulation, language, voice, and fluency skills. Teachers and parents may request that a child be screened. Parents will be notified if their child fails the speech/language screening.

### **Statement of Policy for Behavioral Interventions**

Boone County Special Education Cooperative and the Belvidere School District are committed to providing a learning environment for all students which will enhance their academic, social, and personal growth. The Cooperative and District #100 recognize that appropriate interventions are necessary for all students, disabled or non-disabled, whose behavior is not consistent with these goals, and that principals, teachers and other school personnel who work with students require training and guidance in the use of behavioral interventions.

The Cooperative and District #100 recognize that the use of positive or non-aversive interventions is generally most consistent with the educational goals of promoting students' academic, social, and personal growth. Therefore, non-aversive or positive interventions designed to develop and strengthen desirable behaviors should be used to the maximum extent possible and are generally preferable to the use of aversive and more restrictive procedures. When positive approaches alone do not succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures will be implemented. The use of these restrictive procedures should generally be considered to be of a temporary or short term basis and should be approached with caution and restraint.

## **STUDENT DISCIPLINE**

### **Prohibited Student Conduct (Board of Education Policy 7:190)**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - d. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - e. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment, or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission, (b) use of the device is provided in a student’s IEP, or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a district staff member’s request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by
  - a. Being a member,
  - b. Promising to join,
  - c. Pledging to become a member, or
  - d. Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
15. Engaging in any activity on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student’s person, (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, automobile, (c) in a school’s student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

### **Disciplinary Measures**

Disciplinary measures include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The district will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program. Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff or other persons, or for the purpose of self-defense or defense of property.

### **Weapons**

Any student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year. The expulsion period may, however, be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed 2 calendar years. A "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### **Suspension Procedures**

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the School Board.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

## **Expulsion Procedures**

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Students are expected to respect and obey the exercise of authority by teachers and school administrators in maintaining discipline in the school and at school-sponsored activities. Insubordination, disrespectful behavior, or bullying towards school personnel will not be tolerated. **Teachers have the right with direction to temporarily exclude a disruptive student from their classrooms.**

Vandalism or actions which damage or destroy school property, including theft, will not be tolerated. Students guilty of willful defacing or injuring of any school property shall be required to pay, in full, for all damages and will be subject to disciplinary action. The amount of damages shall be determined in a conference with the Superintendent of Schools or his/her delegated authority. Notice of such damage shall be sent to the parent or guardian by the Building Principal, and in default of satisfactory settlement, the case shall be reported to the Superintendent of Schools.

Students are required to **walk** in the school hallways and classrooms.

Fighting, assault, bullying or the use of threats or inflammatory speech or gestures toward persons in or about the school premises will be considered a serious violation of conduct. Acts that endanger the safety of others and defiance, in any manner, in the building or on the school grounds, will not be tolerated. Students showing defiance towards authorized school personnel will be subject to disciplinary action (see Suspensions).

## **Searches of Personal Property on School Premises**

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school as well as personal effects left in those places and areas by students without notice or consent of the student and without a search warrant.

## **STUDENT RECORDS**

### **Electronic Records**

Parents of middle school and high school students can access their child's grades, schedule, attendance, class work, interim progress, report cards and registration information online. Information is available via the eSchool Parent Grade Access link found on the district's website ([www.district100.com](http://www.district100.com)). To receive your login and password please contact the district eSchool coordinator at (815) 544-8522, or [eschool@district100.com](mailto:eschool@district100.com). In addition, parents have access to any student's teacher qualifications and/or "highly qualified" status by going to the Illinois State Board of Education's website at [www.isbe.net](http://www.isbe.net) and clicking on the ECS (Educator's Certification System) tab and accessing "Public Search".

## **Notice Requirements**

### Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) for Elementary and Secondary Institutions

FERPA affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to education records. They are:

1. The right to inspect and review the student's education records within 15 days after District #100 receives a request for access.

Parents/guardians or eligible students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Building Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment to a student's education records that the parent/guardian or eligible student believe are inaccurate or misleading.

Parents/guardians of eligible students may ask District #100 to amend a record that they believe is inaccurate or misleading. They should write the Building Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If District #100 decides not to amend the record as requested by the parent/guardian or eligible student, District #100 will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in a student's education records, except to the extent that FERPA authorizes disclosure without consent.

Exceptions which permit disclosure without consent include the following:

- a. Disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the Board of Education, a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- b. Disclosure of education records to officials of another school district in which a student seeks or intends to enroll.

- c. Disclosure of appropriately designated “directory information” unless a parent/guardian has advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child’s education records in certain school publications. Examples include:
  - i. A playbill showing your student’s role in a drama production;
  - ii. Annual yearbook;
  - iii. Honor roll or other recognition list;
  - iv. Graduation programs; and
  - v. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s/guardian’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA they do not want their student’s information disclosed without their prior written consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by District #100 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  
600 Independence Avenue, S.W.  
Washington, DC 20202

Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information surveys”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  - a. Political affiliations or beliefs of the student or student’s family;
  - b. Mental or psychological problems of the student or student’s family;
  - c. Sex behavior or attitudes;
  - d. Illegal, anti-social, self-incriminating or demeaning behavior;
  - e. Critical appraisals of others with whom respondents have close family relationships;
  - f. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;

- g. Religious practices, affiliations or beliefs of the student or parents; or
  - h. Income, other than as required by law, to determine program eligibility
2. Receive notice and an opportunity to opt a student out of:
- a. Any other protected information survey, regardless of funding;
  - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the 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
  - c. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
- a. Protected information surveys of students;
  - b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  - c. Instructional materials used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under State law.

District #100 has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. District #100 will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes have been made. District #100 will also directly notify, such as through the U.S. mail or e-mail, parents/guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian opt his or her child out of participation in the specific activity or survey. District #100 will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys. The following is a list of specific activities and surveys covered under this requirement:

- a. Collection, disclosure or use of personal information for marketing, sales or other distribution;
- b. Administration of any protected information survey not funded in whole or in part by ED; and
- c. Any non-emergency, invasive physical examination or screening as described above.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by District #100 to comply with the requirements of PPRA. The name and address of the office that administers PPRA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, DC 20202

Notification Statement of Belvidere Community Schools

The Superintendent of Schools is the official records custodian of District #100. The following information pertains to the rights and obligations of parents/guardians, students and the school under the Illinois School Student Records Act (ISSRA), Chapter 122, Par. 50-1 et seq. of the Illinois Revised Statutes (1985) and the Rules promulgated thereunder by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375.

1. The student permanent record consists of basic identifying information, academic transcripts, attendance records, accident reports and health records, records of release of permanent record information, and can also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal. (ISSRA, Par. 50-2(e); 50-4(e))
2. The student temporary record consists of all information that is of clear relevance to the education of the student, but is not required to be in the student permanent record. It can include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, information regarding serious disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment or sanctions (these infractions include those for drugs, weapons, or bodily harm to another student).

A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every 4 years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be maintained for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from the school, though such records shall not be disclosed.

3. Any parent, or any person specifically designated as a representative of a parent, has the right to:
  - a. Inspect and copy all permanent and temporary records within a reasonable time, and in no case later than 15 days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his/her school student permanent record. The school charges 25 cents per page for copies. No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying. (ISSRA, Par. 50-5)
  - b. Have present, at the option of either the parent or the school, a qualified professional who may be a psychologist, counselor, or other advisor and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school (ISSRA, Par. 50-5(b))

- c. Challenge the accuracy, relevancy, or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school.
- (i) The request for a hearing shall be submitted, in writing, to the district and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
  - (ii) An informal conference will be held within 15 school days of receipt of the request for a hearing.
  - (iii) If the challenge is not resolved by the informal conference, a formal hearing shall be initiated.
  - (iv) Formal Hearing. A hearing officer, if not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parent and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine witnesses, and the right to counsel. A record of the hearing shall be made by tape recording or by a court reporter. The decision shall be based solely on the evidence presented at the hearing and shall order: (a) retention of the challenged contents of the student record; (b) removal of the challenged contents of the student record; or (c) change, clarification, or addition to the challenged contents of the student record. The parties shall have the right to appeal, to the Superintendent of Schools, the decision of the hearing officer.
  - (v) Appeal. Notice of appeal must be presented to the Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent materials to the Superintendent of Schools. Upon receipt of such documents, the Superintendent of Schools shall examine the documents and record, make findings, and issue a decision to the parents and the District #100 within 20 school days of receipt of the documents. If the subject of the appeal involves the accuracy, relevance, or propriety of any entry in special education records, the Superintendent of Schools should seek advice from appropriate special education personnel who were not authors of the entry. District #100 shall be responsible for implementing the decision of the Superintendent of Schools. Such decision shall be final, and may be appealed to the Circuit Court of the county in which the school is located. (ISSRA, Par. 50-7; Rules, Section 375.90)
4. No student records or information contained therein may be released, transferred, disclosed, or otherwise disseminated, except as follows:
- a. to a parent or student or person specifically designated as a representative by a parent; (ISSRA, Par. 50.6(a) (1))
  - b. to an employee or official of the school or District #100 or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest; (ISSRA, Par. 50-6(a)(2))
  - c. to the official records custodian of another school in which the student has enrolled or intends to enroll, provided the parent receive prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy, and challenge such information. If the address of the parent is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parent. Such service shall be deemed conclusive, and 10 school days after such service, if the parent makes no objection, the records may be transferred to the requesting school; (ISSRA, Par. 50-6(a)(3); Rules, Section 375.70(a))

- d. to any person for the purpose of research, statistical reporting, or planning provided that no student or parent can be identified from the information released and the person requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records; (ISSRA, Par. 50-6(a)(4); Rules, Section 375.70(d)(2))
  - e. pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order, the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect, copy, and challenge the contents of the student records; (ISSRA, Par. 50-6(a)(5); Rules, Section 375.70(c)(3))
  - f. to any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents; (ISSRA, Par. 50-6(a)(6); Rules, Section 375.70(b))
  - g. subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parent is notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information, and the purpose of the release; (ISSRA, Par. 40-6(a)(7); Rules, Section 375.60)
  - h. to any person with the prior specific dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released. The parent has the right to inspect, copy, and challenge the records and to limit any such consent to designated records or designated portions of the information contained within the records. (ISSRA, Par. 50-6(a)(8); Rules, Section 375.70(d))
- 5. Parents/guardians may insert in their child's school record a statement of reasonable length setting forth their position on any disputed information contained in that record. District #100 shall include a copy of such statement in any subsequent dissemination of the information in dispute. (ISSRA, Par. 50-7(d))
  - 6. Parents/guardians will be given reasonable notice before any school student record is destroyed or information deleted therefrom and an opportunity to copy the record or information proposed to be destroyed or deleted. (ISSRA, Par. 50-4(h))
  - 7. Except for the student and student's parent, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without a prior consent of parent obtained in accordance with ISSRA, Par. 50-6(a)(8) (ISSRA, Section 50-6(d))
  - 8. A record of any release of information shall be maintained for the life of the student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such request, the date of the release, the name and signature of the official records custodian releasing such information, and a copy of any consent to such release. (ISSRA, Par. 50-6(c))

9. All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon the student's 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record. (ISSRA, Par. 50-2(g))
10. The Illinois School Code and Board policy designate certain information as "Directory Information" and consists of identifying information including a student's name, address, gender, academic level, birth date, birthplace, and parent/guardian's name(s), address and telephone numbers, academic awards, degrees and honors received, information related to school-sponsored activities, organizations and athletics, major field of study, period of attendance in the school, photographs, and videos. Directory information will be released to the general public from time to time unless the parent/guardian informs the District that information, or selected information, concerning their child(ren) is not to be released. (ISSRA, Par. 50-6(e); Rules, Section 375.80)
11. No person may condition the granting or withholding of any right, privilege, or benefit or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act. (ISSRA, Par. 50-8)
12. Upon graduation or permanent withdrawal of a disabled student, psychological evaluations, special education files, and other information contained in the student temporary record which may be of continued assistance to the student may, after 5 years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of psychological evaluations, special education files, and other information contained in the student temporary record. (Rules, Section 375.40(d))
13. Copies of the Illinois School Student Records Act, 23 Illinois Administrative Code 375 (Student Records), and District #100 or school policies relating to student records which are not included in the Act or the Rules are available for review in the office of the school records custodian and the Superintendent of Schools.
14. The Illinois School Code adds a requirement to the Illinois School Student Records Act. The statute prohibits public schools from denying admission to students who do not present records from a school previously attended and further requires that such schools must furnish requested records to the receiving school within 15 days of request. The responsibility for securing the providing of school records rests with the schools rather than with the student. The section reads as follows: Ch. 122 par. 50-8.1
  - "(a) No school may refuse to admit or enroll a student because of that student's failure to present his student permanent or temporary record from a school previously attended.
  - (b) When a new student applies for admission to a school and does not present his school student record, such school may notify the school or school district last attended by such student, requesting that the student's school student record be copied and sent to it; such request shall be honored within 10 days after it is received."

## **TAKE YOUR CHILD TO WORK DAY**

"Take Your Child to Work Day" is not a school-sponsored activity. District #100 approves of the concept--exposing a child to a variety of careers; however, this should occur on non-student attendance days. Students who miss school for this event will be unexcused.

## **TELEPHONE MESSAGES**

Teachers and students **will not** be called to the telephone during school hours, except in case of extreme emergency. Staff members **will** be notified of your call and will return such calls at the first opportunity. **MESSAGES FOR STUDENTS WILL NOT BE DELIVERED TO THE CLASSROOMS EXCEPT IN AN EMERGENCY.** This is necessary in order to avoid undue interruption in the classroom.

## **TEXTBOOK LOAN PROGRAM**

The Illinois State Board of Education provides the loan of secular textbooks free of charge to any student in this state who is enrolled in grades K through 12 at a public school. These textbooks are approved by the Belvidere Board of Education and made available to students each year.

## **TOBACCO PROHIBITION**

Public Act 89-181 of the State of Illinois prohibits, without exception, the use of tobacco on all school property by any person (not just students). Tobacco may not be used at any time on District #100 property including, without limitation, grounds outside of school buildings, before or after regular school hours, or on days when school is not in session. The prohibition applies to all school buildings and grounds, and is not limited to buildings and grounds where students are present.

## **TRANSITIONAL BILINGUAL EDUCATION/TRANSITIONAL PROGRAM OF INSTRUCTION**

District #100 offers two programs for students from non-English speaking backgrounds:

### **Transitional Bilingual Education – Full Time/Part Time**

1. Transitional bilingual education full time services are offered at the elementary level for students who have little or no English language skills.
2. Transitional bilingual education part time services provide English language support for qualifying students at the elementary, middle, and high school levels.
3. English language learner and English as a second language courses are offered at both high schools for students who have little or no English language skills.

## **Transitional Program of Instruction (TPI)**

1. The Transitional Program of Instruction in District #100 serves students from non-English and non-Spanish speaking backgrounds through the use of English as a second language instructional methods. This program is available to qualifying students at all grade levels.

Details about the district's English Language Learner programs may be obtained from school offices or the district website at [www.district100.com](http://www.district100.com).

## **VISITS TO SCHOOLS AND/OR CLASSROOMS**

We believe parent/guardian visits are very important. Visiting the classroom demonstrates to your child that you value the work your child is doing. As a courtesy, please contact the teacher the day before your visit. Other than normal office visits, all visitors will be asked to provide a photo ID before being issued a visitor's pass/entry into the school. Upon exiting the building, visitors will return their visitor's pass at the main office in exchange for their photo ID.

Community Unit School District #100 is subject to the requirements of the *Americans with Disabilities Act of 1990*, as well as Section 504 of the *Rehabilitation Act of 1973*. Individuals with disabilities who plan to attend parent/teacher conferences, school programs, and/or any other event who require certain conditions in order for them to attend and/or participate, or who have questions regarding the accessibility at that facility, are requested to contact the individual building directly.

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender:

1. is a parent/guardian of a student and the parent/guardian is:
  - (a) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially;
  - (b) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services;
  - (c) attending conferences to discuss other student issues concerning his or her presence at the school; or
2. has permission from the Superintendent or Board of Education to be present.

A child sex offender present on school property must remain under the direct supervision of a school official. A child sex offender must also complete a *School Visit Request* in order to lawfully visit school property. This form may be obtained from the Building Principal.

Information about sex offenders registered under the Illinois Sex Offender Registry is available through a link on the Illinois State Police website at <http://www.isp.state.il.us>. Individuals may search the database by name, zip code or county. Access is free.