

I. SCHOOL SERVICES

A. LIBRARY/MEDIA CENTER

Each elementary school has a Library-Media Center staffed with a librarian. Students are scheduled into the center on a regular basis, but are encouraged to make use of the facility at other times also. Students are responsible for any book(s) or equipment that is checked out.

B. COMPUTERS

Instruction using technology, such as computers, digital cameras and video cameras are an integral part of the learning environment at United Elementary Schools. Each classroom is equipped with computers for student use. Most classrooms are equipped with Smart Boards and computer/video projectors. Each elementary school has a computer lab comprised of computers for an entire class.

Each Kindergarten through 5th grade classroom contains at least five Chromebook computers.

Acceptable use policies are enclosed in this handbook. See the General Policy Section.

C. GUIDANCE

An elementary guidance counselor is available to each school. The counselor helps students overcome problems that may impede learning. The counselor may meet with individual students or with groups of students who may have similar problems.

Teachers may refer a student who is having learning difficulty. If the counselor feels that the student needs continuing services he/she will inform the student's parents about the need for services.

D. RESPONSE TO INTERVENTION

We do offer Response to Intervention (known as RTI), which is an approach to the diagnosis of learning disabilities. In the RTI model, a small group of staff members can review a student's record if a student is experiencing academic or behavioral difficulty. The goal is to work with the student and parents to identify a method of teaching that will help a student achieve success. A student in RTI then has his/her academic progress monitored frequently to see if these interventions are sufficient to help the student catch up with peers. If the student fails to show significant improvement despite several well-designed interventions, this failure to "respond to intervention" can be viewed as evidence of an underlying disability. One advantage of RTI is that it allows schools to intervene early to meet the needs of struggling learners. Another is to find specific learning styles that benefit a particular student. This information can be very helpful to both teachers and parents. If a further evaluation is necessary, a conference will be held with the parents and staff involved, and an individualized educational plan (IEP) can be developed to address appropriate learning accommodations.

E. POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)

All teachers and staff in the United Elementary Schools use and support the Positive Behavioral Interventions and Support Plan (PBIS). In this program students are taught the school's expectations and are given time to practice. The faculty models the expectations throughout the year and re-teaches the expectations when necessary.

Each building has expectations for behavior posted in their buildings. These expectations are explained and modeled for the students early in the school year and reviewed throughout the year.

F. SPEECH AND LANGUAGE

Speech and language services are also provided for students ages 3 - 21. Students who receive these services are identified either through our Preschool and Kindergarten Screening or through a referral from either a teacher or a parent. Parents who feel that students have a communication delay should contact our Speech Therapist.

G. SPECIAL EDUCATION

The special education programs available at United School District 304 are designed to provide services to students who have learning or behavioral disabilities. Students with disabilities have individual educational programs (IEP) that outline the type and amount of special education services provided. A referral procedure for procuring special education services is available at the school.

Parents who have concerns about their student's performance in school should share their concerns with the teachers. If not satisfied, feel free to contact the building principal. If parents feel that students may be in need of a special education program and have been denied that opportunity, they should contact our Knox-Warren Special Education District at 351-7224

H. TITLE 1

The purpose of Title I is to meet the educational needs of struggling and/or at-risk readers. The focus of our programs will be the improvement of achievement in reading, language arts, and math as resources and time permits. Our goal is to enable every child to read at grade level to insure success in school. Research clearly shows that children, including low-achieving children, can succeed when expectations are high and all children are given the opportunity to learn challenging material. All parents/guardians can contribute to their children's success by helping at home and becoming partners with teachers so that children can achieve high standards. A close working relationship among the classroom teacher, Title I teacher, and parent/guardian is necessary in order to identify and provide support for those students at risk.

I. STAR/PARCC

United District 304 utilizes the STAR monitoring system as means to measure student growth in the areas of reading and mathematics throughout the school year. Parents may contact their child's teacher if they are interested in acquiring the STAR scores.

The Partnership for Assessment of Readiness for College and Careers testing (PARCC) is administered over the course of several days in March to third through fifth grade students.

Each grade is tested in Math and English-Language Arts. Student scores from the previous school year will be given to parents when available.

J. SCHOOL MEAL PROGRAMS

Students may buy a lunch at school. Money may be put on a student's lunch account at the school office. Individual lunches may be purchased.

Milk may be purchased for those bringing their lunch. Please note that no pop, energy drinks or glass-bottled drinks are permitted in the lunchroom.

Free or Reduced Lunch

Free or reduced cost lunches are available for those who qualify. Proper forms must be completed. The forms are available in the school office. **Qualifiers will not start receiving these lunches until the parent has received approval.** Therefore, lunches will have to be brought or bought until approval is received.

Students who qualify for free or reduced lunches must pay for milk if they choose to bring a sack lunch instead of taking the school lunch. Students who qualify for free or reduced lunch will be allowed one milk with their lunch but must pay for any extra milk.

Breakfast Program

Breakfast will be served at all schools each morning. Times will be announced at individual schools. Students who are eligible for free and reduced cost lunches will also be eligible for free and reduced cost breakfasts. Individual breakfasts may be purchased.

Milk Break

Each elementary school has a milk break. Milk served during milk breaks is not part of the free and reduced cost.

Meal/Milk Balances

Once a child accrues a \$30.00 meal debit (breakfast, lunch, milk), the building principal will notify the parent or guardian of suspension of these services until the debit has been rectified. An alternative meal option will be offered to students in this situation.

K. SKYWARD FAMILY ACCESS

Skyward family access is a computer program that allows parents/guardians to monitor student progress through the Internet. Student attendance, meals, grades, and emergency contact information is available for viewing. This system will allow you to verify that homework is being turned in and you will have a quick update on quiz/test scores. Each family is assigned a login and the system is password protected. This system is free to parents/guardians. Please contact the office for additional information and to sign up for this access.

L. PARENT TEACHER ORGANIZATION

United Elementary Schools have active Parent Teacher Organizations. Please check the school calendars for meeting dates. Both organizations send home regular flyers with the students. Contact the school office for contact information.

M. PARENT- TEACHER CONFERENCES

United schools promote open communication between parents and teachers. Parent-teacher conferences are held each Fall. Parents are encouraged to schedule a conference with their child's teacher. In addition, conferences may be scheduled over the course of school year at the discretion of the parent or teacher.

II. ELEMENTARY SCHOOL GENERAL INFORMATION

A. SCHOOL DAY

The school day begins at 8:20 a.m. and concludes at 3:15 p.m. The earliest students should be in the building is 7:30 a.m.

B. VISITORS

The District encourages visits by the parent/guardians. All visitors shall report to the building office and sign in. Visitors shall sign out prior to departure. School and classroom visits shall not be disruptive or in any way interfere with the instructional program. All visits and visitors shall be subject to the authority of the building principal who may restrict or limit visits, or visitors as he/she considers necessary. All visitors must enter and exit through the front doors.

Pre-arranged parent classroom visits are welcomed provided that they occur on days which distractions to the normal routine are minimal.

C. STUDENTS ENTERING AND LEAVING THE BUILDING

Parents must personally escort their children into the building whenever a student is tardy or returning from an appointment. The parent will need to sign the student in before he/she is permitted to go to class. In turn parents are required to sign their child out in the school office when it is necessary to do so.

D. EMERGENCY SCHOOL CLOSINGS AND EARLY DISMISSAL

Occasionally it may be necessary to cancel or dismiss school early due to inclement weather. A power failure, water system failure, or sewer failure may also necessitate an early dismissal of school. Families are encouraged to develop a plan in cases of early dismissals.

Notice of all emergency dismissals and cancellations will be broadcast over the local radio stations. When the weather is threatening, turn on your radio to either WMOI (97.7 FM), WRAM (1330 AM), WRMJ (102.3 FM) or TV channel eight for emergency dismissal times.

E. PARENT PHONE MESSAGING SYSTEM

United utilizes a message alert system called Alert Now. This system allows the district to communicate with parents by phone, email and text. Any changes or cancellation due to weather, as well as reminders and announcements, can be delivered by our system. There is no cost for this service and you may request a form and additional information from the office. Please remember that if you change your phone number(s) or email address, notify the office so we can update our files.

F. EMERGENCY INFORMATION

It is very important that the information on the emergency form is as complete, updated, and as accurate as possible. Parents should notify the school of any changes in information on the form at the beginning of school or when a change takes place. Please be sure that the people listed on the form such as emergency contacts, are aware that they are on the forms.

G. RECESS

Unless the weather is severe, we will be having recess outside. There are no hard and fast rules used to determine when we go outside. In general, recess will be outside when the temperature is fifteen degrees or higher. The wind chill factor is also taken into consideration. Our elementary staff will not be taking students out when the weather is so cold as to be dangerous. However, fresh air is very beneficial. The only time students will be kept in would be for a short term following an illness (if we are requested to) or in those rare cases where a specific health problem exists and physicians make the request for a longer term.

It is important to keep in mind that this is Illinois, and we do have a cold winter season. Parents should dress students for the weather with warm hats, gloves or mittens, warm footwear, and a coat heavy enough for our normal winter weather. Even though many students ride a bus, they should still be dressed warmly.

Tennis/gym shoes are recommended for safety on recess. Flip flops are not permitted on recess. Tennis/gym shoes are required for participation in PE (See Section VIII, F).

Only school equipment will be permitted allowed during recess.

H. USE OF THE TELEPHONE

The office telephone is for emergency use only. Student permission must be given by a faculty member. Students will not be called to the phone unless an emergency occurs. Students will not be allowed to use or carry with them cell phones during the school day. We ask that parents not call or text their students during the day. If a parent needs to talk to their child, please call the elementary office.

I. ELECTRONIC GAMES/ MUSIC/TOYS

Students are not allowed to play with electronic games during school hours. Electronic devices will not be allowed. Headphones will also not be allowed while students are in the building during the school day. The school will not be responsible for these items.

Toys and trading cards are not allowed at school unless there is a specific request by note from the teachers for a special purpose.

J. CELL PHONES/CAMERAS

Cell phones are permitted at school as long as they are turned off. See the complete policy found in this handbook. Student cameras are not permitted on school grounds unless a special circumstance has been pre-arranged with the teacher.

K. POP/SNACKS/CANDY

Students will not be allowed to have pop with their lunch. We encourage them to have milk or juice. Bottled water will be allowed at lunch. Gum is not permitted on school grounds.

We ask that students not bring additional food, such as candy or chips to school unless under a special circumstance arranged by the teacher.

L. BIRTHDAYS

We encourage the celebration of student birthdays. All birthday treats must be pre-packaged store bought items. Items such as cookies, cupcakes and candy are treats commonly purchased for birthdays. Ice cream and other items that require refrigeration are difficult to store safely at school. When necessary parent should supply plates, napkins and plasticware.

Items delivered after the start of school should be brought to the office. Please contact your child's teacher to make special arrangements in advance.

Personal birthday party invitations will only be handed out at school if all students of a gender or the entire class are invited.

Please refrain from sending flowers or balloons to school as this is a distraction in the classroom and are also difficult to transport.

M. SCHOOL FEES/LIBRARY PROCEDURES

School fees and a technology fee are assessed during registration. Reasonable wear and tear of materials is expected over the course of the school year. Damage to a textbook deemed excessive by the school principal will result in a fine being assessed.

When an item is overdue in the library, the student will receive an overdue notice. If an item has been overdue for two weeks or more, the student will not be allowed to check other books out of the library.

If a book is damaged or lost, the student is expected to pay a fee to replace the item. Fees for lost items vary depending on the list price of the item. If found, the student can return the item and the money will be refunded provided there is no damage.

N. WAIVER OF SCHOOL FEES

You may be eligible for a waiver of student fees if you receive public aid; if your gross income is under that set out in the federal guidelines for free lunches; or if you are otherwise able to establish that you cannot afford to pay these fees. Applications requesting waiver of fees should be submitted to the Principal. Forms for submission of such requests are available in the Principal's office. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the Principal.

O. REFUND POLICY

Refunds from the hot lunch program are issued at the end of the school year or when a student moves. No portion of the book rental fee is refunded to a student who moves during the school year.

P. PESTICIDE APPLICATION

The District periodically applies pesticides to maintain a pest-free school environment. If anyone wishes to be notified when pesticides are applied, please notify the Superintendent's office at 309-734-9413

Q. ASBESTOS MANAGEMENT

The United School District has an asbestos management plan on file. The asbestos management plan includes periodic inspection by licensed inspectors. Any removal of material that may contain asbestos is conducted according to this plan and by Illinois trained removal employees. Each year, district employees are sent to refresher training in asbestos treatment and removal.

R. INSURANCE

School accident insurance is available at no charge. When an accident occurs parents should see the Superintendent or Principal to fill out a claim form.

S. FAMILY PETS

Pets are not to be brought inside the school for any reason, unless it's a certified therapy or medical dog.

T. FUND RAISING

Students may raise funds for school-sponsored events with permission of the administration and the student's parents/guardians. Students who do not return collected funds will be denied participation in future fund-raisers until the funds are returned. Fund-raising by students for events that are not school-sponsored must also be approved by the administration.

By state law, no fund raising of any kind that involves food being sold can occur during school hours.

U. SAFETY DRILLS

Illinois public schools are required to conduct the following during each school year:

- 3 fire drills - 1 bus evacuation drill -1 law enforcement drill -1 severe weather drill

III. ATTENDANCE

Whoever has custody or control of any child between the ages of 7 and 17 years old shall cause such child to attend some public school in the district in which the child resides the entire time it is in session during the regular school year, unless they attend a nonpublic school meeting requirements of state law.

Students are required to be in attendance each day United Schools are in session. The Principal will handle cases of chronic or habitual truancy in accordance with provisions of The School Code, including reporting such cases to the Regional Superintendent for possible prosecution and penalties.

The Parent or Guardian should contact the school office **by 9 a.m.** on the day of the absence. State law requires that the school will attempt to contact the home if the parent does not notify that their child will be absent. For this reason it is necessary that a phone number be provided the school so that contact can be made. The student is also expected to provide a written statement that has been signed by the parent or guardian upon return to school if no contact has been made by telephone. Failure to do so will result in an unexcused absence.

Personal appointments such as dentist or visits to the doctor's office should be scheduled outside of the school day whenever possible.

Excused absences are those that occur with parental permission up to ten days without written documentation. (doctor, dentist, funeral official or court officer)

Unexcused absences are those that occur with no written documentation (see above) beyond ten days. Administration reserves the right to determine if these absences will be excused.

A. ABSENCE INFORMATION

* Parents will be required to submit third party documentation after ten absences in order to be excused. (doctor, dentist, funeral official or court officer)

* Vacation days during the school year must be approved by the building principal. Please provide a five day notice when informing the principal of vacation absences. Even though vacation days may be excused; these absences will count toward the ten day limit.

* One school day will be given to make up work from each day of absence.

* Parents will need to request homework by 9:00 AM on the day of the absence.

*Pre-K students deemed excessively absent by administration will be removed from the program.

**Parental notes or calls, while helpful, do not themselves make absences or tardies excused. That is, the parent cannot "excuse" students from the requirement to attend school or individual classes.*

*Regional Office of Education Truancy Timeline and Procedures.

Regional Office of Education 33 (ROE 33) is focused on helping school improve attendance in schools.

ROE 33 will initiate a letter writing campaign to parents of those students who are truant to school. The campaign will consist of a series of three letters that will be sent out on ROE letterhead over Regional Superintendent Jodi Scott's signature according to the following guidelines. The additional steps that will be taken after the third truancy letter has been sent to a student's parents are identified as well.

Truancy Letter #1- Sent after the third unexcused absence by the school.

Truancy Letter #2- Sent after the sixth unexcused absence by the school.

Truancy Ticket- Issued by the Regional Office after the ninth unexcused absence.

Truancy Letter #3- Sent after the twelfth unexcused absence by the school.

Truancy Letter #4-

Sent after the fifteenth unexcused absence by the Regional Office of Education. This letter will be a notice of a hearing before a county Truancy Review Board to be convened by the Regional Superintendent's Office.

The last step in the process (if success is not attained after the hearing before the Truancy Review Board) will be a referral to the appropriate court for legal action. This step will be initiated by the Regional Office of Education.

B. TARDIES

The school day begins at 8:10 a.m. The tardy bell rings at 8:20 a.m. Students not in the building by 8:20 a.m. will be considered tardy.

C. EXCUSES FOR PHYSICAL EDUCATION

Students may be withheld from P.E. for three consecutive days due to medical concerns without a doctor's note provided that a parent or guardian writes a note asking for their child not to participate. After missing P.E. for three consecutive days, a doctor's note will be required to withhold a student from P.E. The building principal may request a doctor's note if a pattern of non-participation has emerged throughout the school year. The same process will apply to withholding students from recess. Students who are not participating in P.E. due to a medical reason will also not take part in recesses.

IV. ACADEMICS

GRADING PROCEDURES

Grading periods are approximately nine weeks in length. There are two nine-week periods per semester (four quarters in total).

Students will be given one day to complete make-up work for each day of absence.

Report Cards

Report cards are issued on a nine-week schedule or four times during the school year. Parents are encouraged to contact the school when student progress is unsatisfactory. Midterm reports are issued each quarter as a means to gauge student progress. These reports are not the final quarter grades.

Grading System

<u>Letter Grade</u>	<u>Percentage Range</u>
A	94-100
A-	92-93
B+	90-91
B	85-89
B-	83-84
C+	81-82
C	76-80
C-	74-75
D+	72-73
D	67-71
D-	65-66
F	0-64
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
I	Incomplete

RETENTION

Retention is not taken lightly. Parent and teacher input are taken into account when retention is considered. Ultimately, the final decision rests with the administration.

HOMEWORK

Homework is a necessary component of a student's education. Teachers will inform students of homework responsibilities. Students are expected to communicate their assignments to their parents/guardians. Use of the student planner is required in the upper grades. Students are required to turn in their homework. Late work will result in a point reduction.

Except for extension typed homework (projects) and with the average student in mind, the following details the average amount of homework per evening.

Kindergarten- 10-15 minutes

1st- 10-20 minutes

2nd- 20-30 minutes

3rd- 30-40 minutes

4th- 40-50 minutes

5th- 50-60 minutes

ENGLISH LANGUAGE LEARNERS

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all students are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by their parent(s)/guardian(s).
2. Appropriately identify students with limited English-speaking ability.
3. Comply with State law regarding the Transitional Bilingual Educational Program and Transitional Program of Instruction.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Language Learners.
6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Language Learners in the District's student assessment program to measure their achievement in reading/language arts and mathematics, to the extent required by State and federal law.
8. Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their child's identification as such, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and their involvement will be encouraged.

Parent Involvement

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

E. 5TH GRADE BAND

Fifth Grade Band begins in the first quarter and runs until the end of the school year. Students will remain enrolled in band unless an extenuating circumstance occurs for the entire first semester. Parents will inform the administration in writing if such a circumstance occurs.

Students renting instruments from the school district will pay a one-time elementary fee of seventy-five dollars to cover the cost of an overall cleaning and to address basic repairs as needed. Students may use the instrument for the duration of their attendance at United Elementary.

V. Student Health

A. REQUIRED HEALTH EXAMINATION AND IMMUNIZATIONS

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician ensuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school.

Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year.

Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

B. HEARING AND VISION SCREENINGS

United Elementary Schools conduct hearing and vision screenings annually. These screenings are not a substitute for a complete hearing and vision evaluation by a doctor.

C. ILLNESS OR INJURY DURING SCHOOL

Students who become ill or are injured at school will be given basic first aid. Parents will be notified. In case the parents cannot be contacted, the school will use the name(s) of the "emergency contact(s)" on the emergency form. If no one can be reached, in extreme emergencies, we will contact your physician.

When an accident occurs, staff will see the principal to complete an accident report.

It is recommended that students remain fever free for twenty-four hours before returning to school.

D. ADMINISTRATION OF MEDICATION

Students should not take medication during school hours or school-related activities unless doing so is necessary for their health. When a student's licensed health care provider and parent/guardian believe it is absolutely necessary for a student to take medication during school hours, the parent/guardian must request that the school dispense the medication to their child under District procedures for dispensing medication.

Prescription and non-prescribed medication will not be administered until a "School Medication Authorization Form" is completed, including, if applicable, confirmation of the student's ability to self-administer medication for asthma and/or to use an epinephrine auto-injector (EpiPen®).

Parents/guardians are responsible to bring all medications to school and to pick up any unused medications.

Absent willful and wanton conduct, the District will incur no liability as a result of any injury or illness arising from a student's self-administration of medication or storage of medication by school personnel. All students 18 years old or older or their parent(s)/guardian(s) must indemnify and hold harmless the District, its employees and agents against claims arising out of a student's self-administration of medication including use of an EpiPen®, or storage of medication by school personnel. Nothing herein prohibits any school employee from providing emergency assistance to students, including administering medication.

COMMUNICABLE DISEASES

Students with a communicable disease will not be allowed to attend school until their presence does not create a substantial risk to others. The term "communicable disease" means an infectious or contagious disease spread from person to person.

It is recommended that students remain fever free for twenty-four hours without fever reducing medication, such as Tylenol, aspirin or ibuprofen before returning to school. Students will be sent home with a temperature of 100 degrees or higher.

F. HEAD LICE POLICY

The policy of our school and the State Department of Health requires students with a communicable disease such as head lice to be excluded from school. Parents are strongly encouraged to have students treated and back in school in one (1) day. After two (2) days students will be considered truant. Students will not be permitted to ride the bus to school, but must be brought to school by parents or family members. Upon return to school, students will be rechecked. If any nits or lice are noted in the hair, students will not be readmitted to school.

Parents are encouraged to bring the box or label of lice shampoo used when students return to school. Students with habitual head lice issues will be required to provide proof of treatment prior to admittance.

VI. TRANSPORTATION

A. FREE TRANSPORTATION

The District provides free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school, if walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Nonpublic school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney-Vento Homeless Assistance Act.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee approval and direction. In fixing the routes, the pickup and discharge points should be as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is transporting one or more students. The Superintendent shall implement procedures in accordance with State law for accepting erratic driving reports.

B. POST TRIP INSPECTION

The Superintendent or designee shall develop and implement a post-trip inspection procedure to ensure that the school bus driver is the last person leaving the bus and that no passenger is left behind or remains on the vehicle at the end of a route, work shift, or workday.

C. BUS CHANGES

If your child is ill, please contact the appropriate bus center as early as possible that day so that the bus driver knows not to stop.

734-4842- West

734-4826- North

For student safety, parents will be asked to designate one drop off spot along the district's afternoon routes. Students will be dropped off at that location only. Parents may request a change to drop off location on a permanent basis only. No students will be permitted to change drop off locations on a regular basis. In case of an emergency, student's safety will be the first consideration and the district will work with the parents as needed.

Requests to pick up students must be made by 1:00 p.m. daily.

D. SCHOOL BUS EXPECTATIONS

It is the District's objective to provide safe bus transportation for students eligible to ride the school buses. Students are granted the privilege of riding the school bus with the understanding that this privilege can be revoked if the student does not behave appropriately while he/she is on the bus or at the bus stop. Please note that students can only be transported within the boundaries of the District. Please remind your student of the consequences of unsafe, disruptive behavior on the bus, and understand that bus rules are aggressively enforced.

- Students must cooperate with the bus driver at all times.
- All students are to board and get off the buses only at their designated stops.
- Students are to ride only the bus assigned to them.
- Never wait for the school bus in the street.
- Never board the bus until it comes to a complete stop.

- Students should take their seats immediately and remain in those seats throughout the ride.
- No moving around is permitted while the bus is in motion.
- The bus driver must grant permission before windows or doors may be opened or closed.
- Students are not permitted at any time to extend their hands, arms or head out of the bus windows or to throw any objects out of the bus window.
- Do not tamper with the bus doors or windows or any of its equipment.
- Restitution will be sought for any damage or vandalism to the school bus.

- Keep books, packages, coats, and all other objects out of the aisles to avoid accidents.
- Students must not carry on unnecessary conversations with the driver.
- In case of a road emergency, remain in the bus until the driver gives instructions.
- Exit the bus only after it has come to a complete stop.
- No adults are permitted on the school bus without authorization from the Principal or Superintendent. Adults are asked to stay off the bus and the police will be called if an unauthorized adult boards the bus.
- Students are to show respect for private property, lawns, shrubs, trees, etc., while waiting for the bus and exiting the bus.
- Smoking, striking matches, or lighting cigarette lighters is prohibited on the bus or at the bus stop.
- Possession of potentially dangerous materials and/or weapons on the bus or at the bus stop is prohibited.
- Display of gang symbols, or paraphernalia recognized as such by local law enforcement and school officials is prohibited.
- Obscene language and/or gestures are not permitted.
- Use of electronic devices, such as phones, music players and tablets will be used at the discretion of the driver.
- No food, drink or gum is permitted on the bus.
- No garbage is to be left on the floor or seats of the bus.
- Spitting is not permitted.
- Cell phones are not permitted on school buses and will be confiscated.

The bus driver will make a written report if these rules are violated. Repeated willful disobedience of the bus driver's directives, willful and/or repeated defacement of the bus or willful injury or threat of injury to the bus driver or another rider will be taken seriously. Any Bus Incident Report will be shared with the parent immediately.

E. BUS MISCONDUCT

Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline Code (see below)
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such behavior as the administration deems to threaten the safe operation of the bus or its occupants.

VII. STUDENT CONDUCT

A basic essential to the educational process is an environment conducive to learning. Students cannot learn and teachers cannot teach when disruption exists. Teachers may use reasonable force as needed to maintain student safety and may remove students for disruptive behavior.

Students are expected to obey and behave with respect to those in authority, including the Principal, teachers, bus drivers, custodians, lunchroom workers, secretaries and teacher aides...

Acts of gross disobedience and misconduct by a student while enrolled at United shall be the basis for detention, suspension, expulsion or other disciplinary action. These acts include but are not limited to such things as physically or verbally abusing a teacher, administrator or other student; criminal acts against the faculty, students or the school in general; continual misbehavior in the classroom or school; gross disrespect or insubordination to teachers, administrators or staff.

A. GROUNDS FOR DISCIPLINARY ACTION

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

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

B. PROHIBITED STUDENT CONDUCT

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
 - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - e. "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.

- f. 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 have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); 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.
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. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Being absent without a recognized excuse.
12. Being involved with any public school fraternity, sorority, or secret society.
13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction or non-consensual dissemination of private sexual images.

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

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.

C. DISCIPLINARY MEASURES

Students who engage in prohibited conduct are subject to disciplinary measures including but not limited to:

Disciplinary measures may 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. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. 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. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student’s parent/guardian has been notified.

Make Up Work

If a student’s absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are excused from school will not be allowed to make up missed work.

A teacher will meet with a student who has been suspended out of school for four or more days in one instance privately in order to provide support for academic obligations.

Re-engagement Meeting

Students assigned an out-of-school suspension or bus suspension will meet with the principal upon returning to school or resuming ridership. The purpose of the meeting would be to discuss conduct expectations and to address any concerns or questions from the student.

Corporal Punishment

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

Gang & Gang Activity

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

D. WEAPONS

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

E. SCHOOL AUTHORITIES WHO MAY IMPOSE DISCIPLINE

Each teacher, and any other school employee when students are under his or her charge, is authorized to impose any disciplinary measure which is appropriate and consistent with Board

policy and school rules, provided that suspensions and expulsions may only be imposed by administrators and authorized by the School Board. Teachers, other certificated educational employees and other persons providing a related service for a student may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Assistant Superintendent, Principal, or Assistant Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school, including all school functions.

F. DISCIPLINARY PROCEDURES

Suspension Procedures

Before a student is suspended, school authorities will meet with the student to inform the student of the misconduct of which he or she is accused and will give the student an opportunity to respond to the charges.

Such a pre-suspension conference is not required and the student may be suspended immediately 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.

Any suspension shall be reported promptly to the student's parent(s)/guardian(s), who will receive a written notice of the suspension stating the reasons for the suspension, including any school rule that was violated, and a notice) of their right to a review of the suspension. A copy of the notice shall be given to the School Board.

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 School Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the School Board or its hearing officer and may be represented by counsel at their expense. 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

If a student is recommended to be expelled, school administrators will send the student and his or her parent(s)/guardian(s) a written request to appear at a hearing on the student's proposed expulsion. The request shall be sent by registered or certified mail, return receipt requested, and shall state:

1. The reasons for and proposed expulsion including the specific conduct rule(s) the student is charged with violating.
2. The proposed period (duration) of the expulsion.
3. The time, date, and place for the hearing and a short description of the procedures that will be followed.

4. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed two calendar years, as determined on a case by case basis.
5. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.

Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by the School Board. If a hearing officer is appointed, 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.

During the expulsion hearing, the Board or its appointed hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel at their expense, offer evidence, present witnesses, cross-examine witnesses who testify, and otherwise present reasons why the student should not be expelled. 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.

G. DISCIPLINE OF SPECIAL EDUCATION STUDENTS

Behavioral Intervention procedures for students with disabilities are available upon request

The District shall comply with the provisions of the IDEA when disciplining students who receive special education. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his/her disability. Students whose gross disobedience or misconduct is not a manifestation of his/her disability may be expelled from school, except that he or she shall continue to receive educational services as provided in the IDEA during the period of expulsion. A special education student may be suspended up to 10 days per school year, in the aggregate. During any additional period of suspension, the student shall continue to receive educational services in accordance with the IDEA.

A special education student who has exceeded or is expected to exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer, if the District demonstrates that maintaining the student in his/her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

VIII. POLICIES AND PROCEDURES

A. ACADEMIC DISHONESTY

Cheating and plagiarism are not acceptable at UNE/UWE all students are expected to adhere to the highest standards of personal honesty in their work. Work that is presented for credit in all classes must be original.

Cheating is defined as using dishonest methods to gain an advantage. This includes any kind of secretive means of gaining information for use on quizzes, tests or homework.

Plagiarism is defined as the stealing and passing off of the ideas and words of another as one's own, using a created production without crediting the source, or committing literary theft. For example, turning in a paper retrieved from any Internet source (either free or for a fee) or including information from an encyclopedia, book, textbook, website, database, etc., without citation is plagiarism. A paper is considered plagiarized if *any* part of it is taken from another source without proper attribution (citations).

Classroom teachers will determine whether cheating or plagiarism violations have occurred. Consequences for cheating or plagiarism will be at the discretion of the teacher with input from the administration. Repeat offenders may receive additional disciplinary action.

B. BULLYING AND HARASSMENT

Bullying and harassment are detrimental to students and the educational process. Bullying/harassment includes any form of continual behavior that does physical, emotional, or psychological harm to someone else and/or urging others to engage in such conduct. Prohibited behavior may include, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, name-calling, hazing or other comparable conduct.

Sexual Harassment

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's gender, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. Also, no student, faculty or staff member should suffer such conduct. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. These may include but are not limited to:

1. Physical action such as hitting, kicking, grabbing, spitting and bumping;
2. Verbal action such as name-calling, derogatory slurs and noises;
3. Wearing or possessing items depicting hatred or prejudice;
4. Comments or conduct of a sexual nature; and
5. Indirect action such as spreading rumors.

Students who observe or experience such conduct should report it to the Principal and/or school counselor. An investigation will be conducted followed by appropriate discipline action. Such disciplinary action may include counseling, detention, suspension or expulsion. Law enforcement authorities may be notified. It is important to note that harassment does not depend on the intent of the perpetrator, but on the perception of the victim.

C. CELL PHONES AND OTHER PORTABLE ELECTRONIC DEVICES

Students are not allowed to carry cell phones and other portable electronic devices with them during or between classes in school, but may keep them in their backpacks or lockers. Cell phones and other portable electronic devices should be turned off or set to silent mode during the school day. Students are not allowed to use cell phones and other portable electronic devices in school without approval from the building administrator or the office. Teachers will confiscate cell

phones and portable electronic devices from students in possession of them during and between classes. Students who refuse to turn over their cell phones and/or portable electronic device may be referred to the office. Confiscated cell phones and portable electronic devices will be released to students or a parent at the end of the day. Repeat offenders may receive additional disciplinary consequences from the administration.

D. CONDUCT ON DISTRICT PROPERTY AND AT SCHOOL-RELATED EVENTS

Students are to conduct themselves in an appropriate manner at all times while at school and school-related events. They should not scuffle in the building, loiter in the restrooms, run in the halls, or throw paper on the floors. Consequences for improper behavior will be according to School Board policy, the United Elementary disciplinary code, or at the discretion of the Principal.

1. Students are responsible for personal items such as money, clothes, purses, etc.
2. Approval of the Principal is required before scheduling room parties or displaying posters.
3. Unless accompanied by a faculty member, students may not leave the school grounds without permission from the administration.
4. Students are not allowed in the building without faculty supervision. Students who must stay after school for music lessons, tutoring, meetings, etc. are not to be loitering in the halls.
5. All activities must be approved by the administration, group involved, and sponsors.

E. CRIMINAL OFFENDER NOTIFICATION

The Principal or her designees shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. See the Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., as amended by P.A. 94-994, eff. 1/1/07.

Parents/guardians may also seek information regarding criminal offenders via the Statewide Sex Offender Database (a/k/a Sex Offender Registry), at www.isp.state.il.us/so, and the Statewide Child Murderer and Violent Offender Against Youth Database, at www.isp.state.il.us/cmvo/.

Requests for additional information shall be referred to local law enforcement officials.

F. DRESS CODE

The administration and faculty of UNE/UWE have a legitimate educational interest in maintaining an orderly and productive environment. Modest, conservative clothing for school is appropriate. All clothing should be clean, in good condition, and appropriate for the educational environment. This judgment will be at the discretion of the administration and faculty.

Student attire and grooming shall not:

1. Be disruptive to the school environment.
2. Be offensive, obscene or vulgar.
3. Advertise or promote alcohol, tobacco or drugs.
4. Contain or be suggestive of gangs, satanic or occult signs/symbols.

5. Contain or be suggestive of sexual connotations or innuendo.
6. Contain or be suggestive of ethnic or racial slurs.

The following attire is prohibited:

1. Visible undergarments.
2. Mesh/translucent clothing.
3. Bare midriff shirts.
4. Bareback shirts.
5. Spaghetti strap shirts.
6. Halter tops.
7. Shirts with sleeves or sides cut off.
8. Chains for any other purpose besides jewelry. Jewelry must be worn in a safe and appropriate manner.
9. Hats, bandanas, scarves, sunglasses, coats and jackets, unless removed upon entering the building.
10. Shorts with a short inseam.
11. Slippers

*Tennis shoes are required to participate in PE.

G. EDUCATION OF HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public preschool education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed, or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, in accordance with State law, conduct a review as to whether such hardship continues to exist.

H. EDUCATION OF STUDENTS WITH DISABILITIES

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required

by the Individuals with Disabilities Education Act (IDEA) and federal at state implementing regulations, provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined that special education services are needed, in accordance with procedures described in the Illinois State Board of Education’s *Special Education* rules.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s *Special Education* rules. The District shall establish and implement a system of procedural safeguards for those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District’s students with disabilities. If necessary, students may also be placed in nonpublic special education programs or education facilities.

I. FREE AND REDUCED PRICE FOOD SERVICES

The Superintendent shall be responsible for implementing the District’s free and reduced-price food services policy and all applicable programs.

Eligibility Criteria and Selection of Children

A student’s eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines and, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year the District shall by letter notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District’s website (if applicable), all school newsletters, or student’s’ registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide a copy of them by mail to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

J. INTERNET AND NETWORK ACCESS POLICY

UNE/UNE has the ability to enhance students' education through the use of electronic networks, including the Internet. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The District's technology system is not a public forum.

With this educational opportunity also comes responsibility. The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive or otherwise inappropriate in the school setting. Ultimately, parents/guardians are responsible for setting and conveying standards that their student should follow. All use of electronic networks shall be consistent with the District's goal of promoting educational excellence. These procedures do not attempt to state all required or proscribed behavior by users, and merely serve as guidelines.

The District monitors use of its technology system in order to enforce compliance with this policy. Users have no privacy interest in the communications they send and receive by means of the District's technology system.

The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or notification of law enforcement authorities or legal action in appropriate cases.

Terms and Conditions

1. ACCEPTABLE USE – Access to the District's electronic networks must be:
 - a. For the purpose of legitimate business, education or research;
 - b. Consistent with the educational objectives of the District;
 - c. Via use of diskettes supplied by the District.

2. PRIVILEGES – The use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in cancellation of that privilege. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.
3. UNACCEPTABLE USE – The user is responsible for his/her actions and activities involving the network. Examples of unacceptable use include but are not limited to:
 - a. Using the network for any illegal activity;
 - b. Unauthorized downloading of anything off the Internet to your account;
 - c. Using the network for private financial or commercial gain;
 - d. Wasting resources, such as file space;
 - e. Hacking or gaining unauthorized access to files, resources, or entities;
 - f. Invading the privacy of individuals;
 - g. Using another user’s account or password;
 - h. Posting material authorized or created by another without his/her consent;
 - i. Posting anonymous messages;
 - j. Using the network for commercial or private advertising;
 - k. Downloading MP3s to the school’s network;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - m. Using the network while access privileges are suspended or revoked;
 - n. Using Instant Messengers;
 - o. Using Chat Rooms; and
 - p. Providing or purchasing products or services through District Internet access.
 - q. Using an outside email account
4. NETWORK ETIQUETTE – The user is expected to abide by generally accepted rules of network etiquette. These include but are not limited to:
 - a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that email is not private. People who operate the system have access to all email. Inappropriate use of the network will be reported.
 - e. Do not use the network in any way to disrupt its use by others.
5. NO WARRANTIES – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. Use of any information obtained via the Internet is at the user’s own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. INDEMNIFICATION – The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
7. SECURITY – Network security is a high priority. If the user identifies a security problem on the Internet, the user must notify the system administrator or Principal. Attempts to log-on to the Internet as a system administrator will result in cancellation of all user privileges. Any user identified as a security risk may be denied access to the network.

8. VANDALISM – Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the Internet, or any other network. This includes but is not limited to the uploading or creation of viruses. Vandalism will result in cancellation of privileges and other disciplinary action.
9. TELEPHONE CHARGES – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charge, per-minute surcharges, and/or equipment or line costs.
10. COPYRIGHT WEB PUBLISHING RULES – Copyright law and District policy prohibit the republishing of text or graphics found on the Internet or on District websites or file servers without explicit written permission.
11. ELECTRONIC MAIL (e-mail)
 - a. The District's email system and its constituent software, hardware, and data files are owned and controlled by the District. District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an educational tool.
 - b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
 - c. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted that would be inappropriate in a letter or memorandum, or that which would reflect negatively on the name and reputation of the United School District.
 - d. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
 - e. Any message received from an unknown sender via the Internet should be immediately deleted or forwarded to the system administrator.

Internet Safety

Internet access is limited to only those “acceptable uses” as detailed in these policies. Staff members shall supervise students while students are using District Internet access to help ensure that students abide by the Terms and Conditions for Internet access contained in these policies.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are 1) obscene, 2) pornographic, or 3) harmful or inappropriate for students. The system administration and building principals monitor student Internet access.

K. LUNCHROOM EXPECTATIONS

All students in the District must comply with the following lunchroom rules which are strongly enforced in all buildings:

- Enter the Lunchroom in a quiet, orderly manner.
- Follow all adult directions in the Lunchroom.
- Remain in your seat unless given permission to get up.

- Talk in a normal/quiet voice.
- Use proper table manners at all times.
- Keep hands, feet and all objects to yourself.
- Walk at all times.
- Clean up your space after eating.
- No food or drinks outside the Lunchroom.
- No throwing of food.
- No sharing or trading of food for medical reasons.
- No student will be allowed to return to the classroom unescorted during the lunch period.

All staff are authorized to give consequences determined by the Principal when the above behavior guidelines are not followed.

L. PROTECTION OF SCHOOL PERSONNEL

The School Board authorizes school administrators to suspend or expel, depending upon the severity of the act, any District student who vandalizes personal property of school personnel at any time during the school year.

The School Board further authorizes the school administrators to recommend expulsion of any District student who engages in acts of physical violence against any school staff member at any time or place during the school year.

M. RECIPROCAL REPORTING PROCEDURES

To promote the safety and security of District staff, students, and school property, the School Board has authorized intergovernmental agreements with the following jurisdictions for reciprocal reporting between the District and the respective local law enforcement authorities regarding criminal offenses committed by students.

N. SEARCH, SEIZURE AND INTERVIEWS OF STUDENTS BY SCHOOL AUTHORITIES

Search and Seizure

Students have legitimate expectations of privacy in their persons and in personal possessions they bring to school. However, because the school has a legitimate need to maintain an environment conducive to learning, school officials do not need a warrant before conducting a search or seizure. 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 District property and equipment owned or controlled by the school, without notice to or the consent of the student, and without a search warrant when there is a reasonable suspicion that it will produce evidence of violation of the law or District rules. Where “outside” police officers initiate the search or seizure of a student for investigative purposes, probable cause and warrant requirements will be applied.

If a search conducted in accordance with this Section provides evidence that the student has violated or is violating the law, a local ordinance, or the District’s policies or rules, such evidence may be seized by school authorities and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities. If a search is made and illegal items are found in a student’s locker, vehicle or personal effects, the student must take full responsibility.

Interviews

Although school authorities are charged with maintaining order and discipline in their schools, they are generally not acting as law enforcement agents and thus, are not required to administer *Miranda* warnings before questioning students. Where school authorities are not acting under the direction of the police, *Miranda* does not apply. When acting under the direction of the police, school authorities are required to obtain a parent's or guardian's permission before questioning a student and *Miranda* requirements may apply. When *Miranda* requirements do apply, law enforcement agents will administer the *Miranda* warnings.

Where acting on their own initiative and authority to further a proper educational environment at the school or at the request of school personnel (as opposed to acting upon the request of outside law enforcement authorities), school authorities who are investigating a school related incident or any incident which may have potential consequences for the safety of the students or employees at the school may interview students without obtaining permission from parents/guardians. Examples of incidents which may have potential consequences for the safety of students or employees at the school include, but are not limited to, the following:

1. Fights between students that may result in retaliation at school;
2. Threats made by a student against another student or employee at the school;
3. Gang related offenses such as assault, battery, and intimidation;
4. Possessing drugs or weapons while on school property.

O. INTERVIEWS OF STUDENTS BY LAW ENFORCEMENT AUTHORITIES

Interviews About School-Related Incidents

When a law enforcement authority seeks or is requested by school officials to interview a student at school about a school-related incident for law enforcement purposes, the following procedures shall apply:

1. The law enforcement agent shall upon arrival at the school contact the building principal or other designated school official, identify or confirm the student sought to be interviewed, and identify or confirm the reason(s) for the interview.
2. Unless the school has initiated the request for the interview, the school official shall make a written record of the law enforcement agency's request, including presentation of any legal process such as subpoenas or warrants.
3. The school official shall verify the identity of the law enforcement agent, if not known by the school official, by checking and photocopying the agent's picture identification card, unless the authority is in uniform.
4. When law enforcement authorities seek to interview a student, the school official shall, before allowing the law enforcement agent to interview the student, attempt to contact and obtain permission of the student's parent or guardian unless extenuating circumstances dictate that this not be done. Extenuating circumstances exist when, for example:
 - a. There is a risk that delay in proceeding with the interview may pose imminent danger to the health or safety of students, school employees, or other persons in the community.

- b. The student's parent or parents are suspected of serious criminal activity or of co-involvement with the student in criminal activity.
 - c. Law enforcement authorities need to act promptly to prevent destruction of evidence of a serious crime, or flight from the jurisdiction by a person suspected of serious criminal activity.
- 5. All attempts to contact a student's parent(s)/guardian(s) will be documented.
- 6. If the student refuses to speak to law enforcement authorities, the interview may not proceed on school grounds.
- 7. If the parent/guardian conditions consent on being present, then absent exigent circumstances, the interview should be delayed until the parent/guardian arrives.
- 8. Absent an emergency or circumstances justifying other action, all interviews of students should be conducted in private, to avoid disrupting school, protect the student's privacy, and preserve the integrity of the investigation.
- 9. If the school official determines it is appropriate for law enforcement authorities to interview the student at school without the presence of a parent/guardian, the law enforcement agent must inform the student that if requested, the school official may remain in the room with the law enforcement agent and the student during the interview. School officials will document and take notes of all interviews of students by a law enforcement agent held in their presence.
- 10. If a law enforcement agent requests to interview a student as a non-suspect witness to a school related incident that occurred on or off school property, the school official may, but is not required to, permit such an interview without prior notification or consent of the parent/guardian. Such an interview shall be conditioned upon the law enforcement agent agreeing to notify the school official if the student becomes a suspect during the interview. Upon such notification, the school official will require that the interview cease and be conducted at the police department, or that it cease until notification and consent of a parent/guardian, unless extenuating circumstances exist.

Interviews About Non-School Related Matters

Absent extenuating circumstances (e.g., preventing destruction of evidence of a serious crime or preventing flight from the jurisdiction by a student suspected of serious criminal activity), interrogation of students by law enforcement authorities about matters unrelated to school will generally be conducted away from school after school hours. If a law enforcement agent wants to interview a student at school about a non-school related matter, the procedures outlined in above regarding interviews about school-related incidents shall apply.

P. INTERVIEWS AND EXAMINATIONS OF STUDENTS BY DCFS

School employees shall cooperate with the Illinois Department of Children and Family Services (DCFS) in identifying child abuse or neglect.

Interviews

If DCFS employees or local law enforcement authorities seek to interview at school a student suspected of being abused or neglected, they shall make a request to the Principal or to the principal's designee.

The District shall provide DCFS investigators and local law enforcement authorities reasonable access (without a court order) to a suspected victim of child abuse or neglect for the purpose of interviewing the student at school. The Principal or designee may insist upon his/her presence during the interview and condition the requested interview of the student at school on the Principal's or designee presence during the interview.

An interview of the student at school shall be allowed upon presentation of a court order. If the interview takes place based upon a court order, the Principal or designee shall request a copy of the order. The presence of the Principal or designee at the in-school interview shall be at the discretion of the DCFS employee(s) or law enforcement authorities.

After the interview has been conducted, the Principal or designee may notify the parent/guardian when appropriate (generally when the parent/guardian is not the subject of the investigation), of the fact that an interview was conducted, but cannot disclose any information about the interview.

Examinations

If DCFS employees or law enforcement authorities seek to physically examine or photograph at school a student suspected of being abused or neglected, they shall make a request to the Principal or the principal's designee and inform him/her of the intent of DCFS to secure photographs during the interview.

The Principal or designee may grant the request if he/she believes there is a reasonable explanation (without a court order) for conducting the examination at school. The Principal's decision as to whether or not to grant the request shall take into consideration the sex of the student and of the examiner; the age, maturity and sensitivities of the student, including the student's willingness to be examined and/or photographed; and the location of the trauma and its seriousness. The presence of the Principal or designee at the examination and photographing shall be at the discretion of the DCFS or law enforcement agent. If the Principal or designee is present during the examination or photographing, they shall not participate in the examination or photographing of the student.

Examination or photographing of the student at school shall be allowed upon presentation of a court order or administrative subpoena. The presence of the Principal or designee at the photographing or examination shall be at the discretion of the DCFS employee or law enforcement agent. If the Principal or designee is present at the examination or photographing, he or she shall not participate in the examination or photographing of the student. If the examination or photographing takes place based upon a court order, the Principal or designee shall request a copy of the order.

The Principal or designee may notify the parent/guardian of the fact of the examination or photographing session after it has occurred, but cannot otherwise disclose information about the occurrence.

Q. SKATEBOARDS, ROLLERBLADES, ETC.

Skateboards, roller blades, scooters, laser pointers and squirt guns are prohibited on school grounds. Such items will be confiscated.

R. UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify a District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights under the state or federal Constitution, state or federal statute, School Board policy, or if they have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
5. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
6. Curriculum, instructional materials, programs.

The Complaint Manager will attempt to address the complaint promptly and equitably. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and does not extend any filing deadline related to the pursuit of other remedies.

9. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

10. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their student is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. The written report shall be filed with the School Board, which shall then render a decision in accordance with Section 3 of this policy. The Superintendent will keep the School Board informed of all complaints.

11. Decision and Appeal

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision which shall be

provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

Complaint Managers

The Superintendent appoints at least two Complaint Managers, one of each gender. The District Complaint Managers are:

Aaron Leary
Monmouth, IL 61462
309-734-9413

Debbie King
Monmouth, IL 61462
309-734-9413

S. VISITORS TO UNE/UWE AND CONDUCT ON UNE/UWE PROPERTY

The following definitions apply to this policy:

UNE/UWE PROPERTY - All District school buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

VISITOR - Any person other than an enrolled student or employee.

All visitors to school property are required to report to the school office to sign a visitors' log. When leaving the school, visitors must sign out in the office. On occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

The District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;

9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
11. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
12. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding;
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

T. SCHOOL VISITATION RIGHTS ACT

The School Visitation Rights Act (CVRA) permits employed parents who are unable to meet educators due to a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their student attends. Parent/guardian SVRA rights include the following:

1. Upon written request, employers must grant employees leave of up to eight hours per school year, not to exceed four hours in any given day, to attend their student's classroom activities or school conferences which cannot be scheduled during non-work hours.
2. For regularly scheduled, non-emergency visitations, the District will make time available for visitation during both regular school hours and evening hours.
3. The District will provide documentation to the parent/guardian of the time and date of each school visitation upon a parent/guardian's assertion of their rights under the SVRA.

U. STUDENT RECORDS

Notification of Rights of Parents and Students

Rules concerning student records at the District are based on requirements of the federal Family Educational Rights and Privacy Act (FERPA), the Illinois School Student Records Act (ISSRA), and on the School Board's Student Records Policy.

The Student Records Policy may be reviewed in District administrative offices. Questions concerning the policy, the information provided below, or particular student records should be directed to the student's guidance counselor or to the Principal.

Permanent and Temporary Records

A student's permanent record consists of:

1. Basic identifying information, including the student's and parent's' names and addresses, student birth date and place, and gender.
2. Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance exams.
3. Attendance record.
4. Accident reports and health record.

5. Record of release of permanent record information.

All permanent student records will be destroyed 60 years after the student graduates or permanently withdraws from school.

A student's temporary record consists of:

1. Family background information.
2. Intelligence test scores and aptitude test scores.
3. Reports of psychological evaluations, including information obtained through test administration, observation or interviews.
4. Elementary and secondary achievement level test results.
5. Teacher anecdotal records.
6. Disciplinary information.
7. Honors and awards received, and participation in co-curricular and extracurricular activities.
8. Special education files including the report of the multidisciplinary staffing on which placement (or non-placement) was based, and all records and tape recordings relating to special education placement hearings and appeals.
9. Any verified reports or information from non-educational persons, agencies or organizations and other verified information of clear relevance to the education of the student.
10. Record of release of temporary record information.

Parent and student rights in regard to student records

Parent(s)/guardian(s), or a student who has become 18 years old ("eligible student"), have the right to:

12. Inspect and copy the student's education records within 15 days of the date the District receives a request that identifies the records which the parent or eligible student wishes to inspect. The principal will make arrangements for access and will notify the parent or student of the time and place where the records may be inspected. There will be a per page charge for copies.
13. Request the amendment of student records that the parent or eligible student believes are inaccurate or misleading, by writing to the school principal. The written request should clearly identify the part of the record sought to be changed, and specify why it is inaccurate or misleading. If the District determines not to make the requested changes, the District will so notify the parent or student of its decision, of the right to a hearing regarding the request for amendment, and of the procedures for such a hearing.

14. Receive, upon request, copies of records proposed to be destroyed. The school will notify parents and students of the records destruction schedule.
15. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that disclosure without consent is authorized by state or federal statute.

Among the types of disclosure without consent allowed by statute is disclosure to a school official with legitimate educational interests, meaning a person who needs to review an education record in order to fulfill his or her professional responsibilities. The term "school official" may for these purposes include an administrator, certified or support staff member (including health or medical staff and law enforcement unit personnel), school board member, or person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or diagnostician), or a parent or student serving on a school-established disciplinary or grievance committee.

The District will disclose a student's education records without consent to a school in which the student seeks or intends to enroll, upon request by that school, subject to the right of the parents (or student, as applicable) upon notice of the proposed transfer to inspect and copy the records and to seek amendment of their contents using the procedure described above.

16. File a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirements FERPA. The address of the agency that administers the Act is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Limitation on right of access where court order of protection exists

No person who is prohibited by a court order of protection from inspecting or obtaining school records of a student shall have any right of access to the school records of that student, if the school's principal or the principal's designee has been provided a copy of such order.

Other protections

A parent or student may not be forced by any person or agency to release information from the student's temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

V. PROTECTION OF PUPIL RIGHTS ACT

The Protection of Pupil Rights Amendment (PPRA) affords parents/guardians 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 survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - a. Political affiliations or beliefs of the student or student's parent;
 - 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 material used as part of the educational curriculum.

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

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901