

# Colona Grade School

## Student/Parent Handbook



# 2020-2021

### *HANDBOOK DISCLAIMER*

This handbook is not intended to create a contractual responsibility with the student. Rather, it is intended to describe the school and summarize current Board policies, practices, procedures, rules, and regulations. Items in this handbook are subject to change, without notice, by the administration or School Board. District Board policies are available to the public at the District office and on its website at [www.csd190.com](http://www.csd190.com).

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**COLONA GRADE SCHOOL DISTRICT #190  
BOARD OF EDUCATION**

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***MISSION STATEMENT***

The mission of the Colona School District is to promote student growth by providing rigorous and relevant learning opportunities in order to succeed in an ever-changing world.

***VISION STATEMENT***

*Colona School District 190 – The Leader in Learning!*

***GOAL STATEMENTS***

**Student Learning**

1. Students will receive an engaging education highlighted by individual success and continuous improvement.
2. The district will provide a uniform and aligned K-8 curriculum.
3. Students, staff, and parents will build healthy relationships related to student learning.

**Facilities**

1. The district will provide a modern, maintained, and safe environment that is welcoming to parents and the community.

**Finance**

1. The district will ensure the responsible use of financial resources in providing programs and services to students.

**School and Community Relations**

1. The district will promote a cooperative relationship with all stakeholders for the benefit of the school and the entire community.

***ADMINISTRATORS***

SUPERINTENDENT – Carl Johnson  
PRINCIPAL – Michael Carlson

***SCHOOL OFFICE HOURS***

Monday-Friday 7:30 a.m. until 4:00 p.m.

***WEBSITE***

[www.csd190.com](http://www.csd190.com)

***TELEPHONE NUMBER***

**(309) 792-1232**

Extension	0	Operator
	2	Superintendent's Secretary / Assistant Bookkeeper
	4	Principal's Office/School Secretary/Report Absence
	5	Nurse
	6	Bookkeeper

## ***SCHOOL DAY***

All Colona students have school from 8:25 a.m. – 3:00 p.m. on full days and 8:25 a.m. – 11:25 a.m. on half days.

## ***BIRTH CERTIFICATE REQUIREMENTS***

Within 30 days of enrollment, a parent/guardian must provide school officials with a certified copy of the student's birth certificate. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content. The District shall "flag" a student's record on notification by the State police of the student's disappearance and shall report to the State police any request for a "flagged" student record.

## ***RESIDENCY REQUIREMENTS***

No student shall be enrolled until all paperwork has been completed, submitted, and evaluated by the District. On an annual basis, anyone seeking to enroll a student must present proof of residency within the District by providing three (3) of the documents listed below bearing a Colona School District #190 address.

Only students who are residents of the District may attend the District school except as provided below or in State law. A student's residence is the same as the person who has the majority of parenting time or the address indicated in the parenting plan.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

**REQUIRED FROM ALL:**

**One (1) of the following:**

- Most recent property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners)
- Mortgage papers (homeowners)
- Signed and dated lease and proof of last month's payment, e.g., canceled check or receipts (renters)
- Letter from manager and proof of last month's payment, e.g., canceled check or receipt (trailer park residents)
- Notarized form filled out by the landlord/manager or a signed and dated lease AND proof of last month's payment, e.g., canceled check or receipts (renters, trailer park) (available online or at the school)
- Notarized Residence Form filled out by a District 190 resident who provides a fixed nighttime home as long as the student is not living with the District 190 resident solely for the purpose of attending Colona School. (available online or at the school)

**And 2 (two) of the following items:**

- Driver's license
- Vehicle registration
- Voter registration
- Most recent cable television and/or credit card bill
- Current public aid card
- Current homeowners/renters insurance policy AND premium payment receipt
- Most recent gas, water, or electric bill (within the last 30 days)

Additionally, all persons must complete the District's registration forms on an annual basis before a child may be enrolled in the District.

**IMPORTANT:**

The School District reserves the right to evaluate the registration forms and evidence presented, and merely presenting the items listed in this Procedure does not guarantee admission.

**WARNING:**

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident. A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)). A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

***HOMELESS CHILDREN***

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 pre-school 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, conduct a review as to whether such hardship continues to exist in accordance with State law.

## **SUPPLIES AND FEES**

### ***REGISTRATION FEES***

Fees are to be paid by the first day of school. Make checks payable to ***Colona Grade School***. Fees will be as follows:

<b>Early Childhood Education, K-8</b>	<b>\$35.00</b>	<b>Pre-Kindergarten</b>	<b>Free</b>
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Fees accrued throughout the school year must be paid prior to the end of the school year. The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

A parent or guardian who wishes to have school fees waived may apply at registration or at any time during the school year. The District’s fee waiver policy is found in Board Policy 4:140. The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver as described in Board Policy 4:140. If you would like to request a fee waiver, forms are available on the school website or in the main office. All school student fees as defined by the Illinois State Board of Education (ISBE) are waived for students who meet the eligibility criteria for a fee waiver contained in this policy. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

#### Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;

- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

#### Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

#### Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

### ***TEXTBOOKS***

Students are responsible for the care of any books issued to them by their teachers or checked out from the library and must pay for damaged or lost books. So that a student who loses a textbook may continue with his or her classwork, the student may borrow an extra book from the teacher to be used only at school. If the book is not returned, the full replacement cost will be assessed.

### ***ASSIGNMENT BOOKS***

Students in grades 2-8 are required to have a Colona Grade School Assignment Notebook. The cost of the notebook is \$3.00 and can be purchased at registration. The book includes their required hall passes.

### ***LOCK RENTAL***

It is required that students in 6<sup>th</sup>-8<sup>th</sup> grade use a lock on their lockers. A lock will be given to each student at the start of the year. If the lock is not returned at the end of the year, a \$5 charged will be placed on the student's account. **Only locks that are issued by the office may be used on the lockers.** If a student places a personal lock on his/her locker, the school will remove the unauthorized lock. The school is not responsible for valuables stolen from a student's locker.

### ***LOCKERS***

School lockers are the property of Colona School and are provided for the convenience of students. Periodic general inspection of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. Lockers should be maintained in an orderly manner so the door may be closed gently with all belongings inside.

## **BEFORE AND AFTER SCHOOL PROCEDURES**

### ***ARRIVAL AND DEPARTURE TIMES***

Students should not be on school grounds prior to 8:00 a.m. unless they are going straight to breakfast in the cafeteria. Breakfast is served from 7:45-8:20 a.m. Staff will be present outside to supervise students at 8:00 am.

All students must leave the school and school grounds immediately after dismissal unless they obtain permission from a school staff member to remain after school or are participating in a school-sponsored activity. Parents are urged to call the school if children are late in arriving home, to learn if the child has been kept after school. Staff will be supervising 10 minutes following student dismissal.

### ***PARKING LOT DROP-OFF AND PICK-UP***

Please enter and use the right hand lane for student drop-off. Pull as far forward as space allows in the right lane before stopping. **ALL STUDENTS SHOULD EXIT/ENTER THE VEHICLE ON THE RIGHT SIDE AWAY FROM CAR TRAFFIC. IT IS DANGEROUS FOR STUDENTS TO ENTER OR LEAVE A VEHICLE FROM THE LEFT SIDE DUE TO MOVING CARS. IT IS DANGEROUS FOR STUDENTS TO WALK BEHIND OR IN FRONT OF CARS.** Once students have exited/entered your car please pull into the left lane and exit the parking lot. **PARKING AND STUDENT DROP-OFF WILL NOT BE ALLOWED FROM THE MIDDLE LANE. THIS LANE IS FOR THROUGH TRAFFIC ONLY. PARKING IS ALLOWED ALONG THE FENCE OR IN THE NORTH PARKING LOT.** Please do not park in the drop-off lane and leave your vehicle.

**PLEASE DRIVE SLOWLY AND USE CAUTION AT ALL TIMES. STUDENTS MUST USE SEAT BELTS AND APPROVED SAFETY SEATS AT ALL TIMES WHEN CARS ARE MOVING. PLEASE NOTE THAT IT IS ILLEGAL TO USE A CELL PHONE WHILE DRIVING IN A SCHOOL ZONE.**

These procedures will increase the efficiency of student unloading and loading routines and will increase student safety. Your patience and cooperation are appreciated. Please contact the Superintendent if you have any questions or comments.

### ***STUDENT DISMISSAL PROCEDURES***

Parents/Guardians of all students (preschool through 8<sup>th</sup> grade) will choose a secret 4-digit pass-code number during registration. The pass-code will be required when picking a student up in the office. Parents may give this pass-code to whomever they want to pick up their child. When a staff member is familiar with the person picking up the child and knows that they are authorized, there will be no need to give the pass-code. However, when the staff member is unfamiliar with the person picking up the child, the staff member will require the pass-code be given before the student is released.

All students in 2<sup>nd</sup>-8<sup>th</sup> grades will be released from their classrooms at 3:00 p.m. All students in preschool, kindergarten and first grade will escorted to the cafeteria at the end of the school day. Parents/authorized adults will have to come to the cafeteria and request the student be released to them. If the staff member recognizes the adult, the student will be released. If there is a substitute or if the teacher does not recognize the person picking up the student, the staff member will ask for the pass-code. We realize that some parents



will prefer that their children be dismissed right after school and that a plan has already been established (such as to walk home or meet someone). While we believe the safest option is to release the child from inside the building to an authorized adult, we will respect the request if the parent/guardian authorizes the dismissal waiver, which is available in the main office. Students whose parents have authorized the waiver will be released at 3:00 p.m. and teachers will not be watching where they walk or with whom they leave.

## **VISITORS TO AND CONDUCT ON SCHOOL PROPERTY**

The following definitions apply to this policy:

**School property** - School buildings and grounds, all District 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 District employee.

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, 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 municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
12. 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.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.

14. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

### **Convicted Child Sex Offender**

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

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

### **Enforcement**

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

### **Procedures to Deny Future Admission to School Events or Meetings**

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

## ***PARKING ON SCHOOL GROUNDS***

When dropping off and picking up students at school, please observe the following safety restrictions: according to the Police, the highway (Route 84) is a No Parking area on both sides. There is also no parking along the streets.

The **South** parking lot is for Faculty and Staff Parking only. The main entrance parking lot on both the north and south sides is designated as parent and visitor parking. Signs are posted in these areas. Faculty and staff parking are designated from the *Reserved* signs north toward the large parking lot.

The two north lots are for parking and for student pick-up and drop-off. There is a one-way traffic flow from Route 84. Please be alert for cars stopping near the building to drop off or pick up students. Also, there is a right lane turning only on Route 84 between 7:30-8:30 a.m. and from 3:00 to 4:00 p.m. This will minimize

congestion at this point during busy hours. **Please note and respect handicapped parking spaces.**

## ***LOCKING OF DOORS***

For security purposes, all doors will be kept locked during the school day.

- The main entrance is equipped with a buzzer that must be pressed to alert the office that you wish to enter. Upon entering, you must come into the office and check in.
- Entrance into the building can only be through the main entrance of the school.
- Doors will be unlocked for after-school activities.

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

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

## ***CLOSED CAMPUS/ STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY***

Colona School has a closed campus. This means that students are required to stay at school once they arrive on school property and cannot leave school without permission from the nurse or an administrator. Leaving school grounds without permission will be considered truancy. **All students are to eat lunch at school. Students will not be permitted to go home for lunch.** Students are not permitted to leave the building during school hours until a parent or guardian comes to the school office to sign them out and to accompany them from school. **All students must be signed out in the office by a parent/guardian, listing the reason, before leaving school. The absence at that time will be considered excused or unexcused.** When returning a student to school, such as after a medical or dental appointment, the parent or guardian must sign the student in.

## ***DISABILITY ACCOMMODATION***

The District does not discriminate on the basis of disability in the provision of or access to any of its programs or services by student, parents or community members. If you require accommodation to attend or participate in any Board meeting, parent-teacher meeting or other District activity or event, please contact the Superintendent. If you feel that you have been discriminated against on the basis of disability in the District's provision of programs or services, please contact the District's Non-Discrimination Coordinator.

## ***SCHOOL VISITATION RIGHTS***

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

## ***OFFENDER COMMUNITY NOTIFICATION LAWS***

State law requires a Building Principal or teacher to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>

## **STUDENT RECORDS -NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS**

### ***LAWS AND REGULATIONS***

Full and complete copies of the laws, rules and regulations on student records are available from the Official Records Custodian and the Superintendent.

### ***COLLECTION OF INFORMATION***

Only information about the students, which is pertinent to the objectives and tasks of the school, will be collected. In compliance with Illinois and federal law, the District shall maintain two sets of student records. The permanent record shall include basic identifying information concerning the student, his or her parents' names and addresses, the student's gender and date/place of birth, academic transcripts, attendance record, health records required for enrollment, unique student identifier, a certified copy of the student's birth certificate, and a record of release of this information. The permanent record may also include honors/awards received and information concerning participation in activities/athletics. No other information shall be placed in the permanent record. The temporary record consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must include a record of release of the information contained in the temporary records, scores received on state assessment tests administered in grades K-8, a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, information regarding an indicated report pursuant to the *Abused and Neglected Child Reporting Act*, health-related information, and accident reports. It may also include family background information, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, other disciplinary information, teacher anecdotal records, special education records, records associated with Section 504 of the *Rehabilitation Act of 1973*, participation in extracurricular activities, and/or other information relevant to the education of the student which is not required to be in the permanent record. Information in this record shall reference authorship, position, and date. No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

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

Parents/guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

## ***MAINTENANCE OF STUDENT RECORDS***

The Superintendent shall designate an Official Records Custodian who shall maintain student permanent and temporary records. The District's Official Records Custodian is Eleanor Norville who may be contacted at [enorville@csd190.com](mailto:enorville@csd190.com) or 309-792-1232. A student's permanent record shall be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from the District. The temporary record shall be maintained for at least five (5) years after the student has graduated, withdrawn or transferred from the District. In addition, every four (4) years or upon a student's change in attendance centers (whichever occurs first), the student's education records shall be reviewed by the Official Records Custodian for verification of entries and elimination or correction of out-of-date, inaccurate, misleading, unnecessary or irrelevant information.

Upon graduation, transfer or permanent withdrawal of a student from school, the school shall notify the parents/guardians and student, at their last known address, of the destruction schedule for the student's permanent and temporary records. The notification must contain the following information: date of notification; names of the student, parent(s)/guardian(s), and the official records custodian; and the scheduled destruction date of the temporary and permanent records. Upon request, parents/guardians or students may obtain a copy of the records and information proposed to be expunged or destroyed prior to destruction.

## ***ACCESS TO STUDENT RECORDS***

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
  2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.<sup>1</sup>**

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

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

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

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

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

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**<sup>2</sup> Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

Within ten (10) school days of receipt of the request, an informal conference with the parents and a District representative will be convened. If the complaint is not resolved at the informal level, a formal hearing will be held before an impartial hearing officer and consistent with state law. The decision of the hearing officer may be appealed to the Regional Superintendent.

## ***DIRECTORY INFORMATION***

The District may release personally identifiable directory information regarding students to the general public, including the local media, and publish such information in a school directory, school yearbook, or similar publications. The District has designated the following information as directory information: the student's name, address, gender, grade level, birth date and place and his/her parents' names mailing addresses, electronic addresses, and telephone numbers; academic awards; degrees and honors received; information related to school-sponsored activities, organizations and athletics; and period of attendance in the District. Directory information also includes photograph, videos, or digital images used for informational or news-related purposes of a student participating in a school or school-sponsored activity, organization, and athletics that have appeared in school publications. However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent. An image on a school security videotape recording is not directory information. Further, student social security numbers or student identification or unique student identifiers are not directory information. Parents/guardians will be given the opportunity to object to the release of directory information prior to its release.

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.*

## ***MEDIA ACCESS TO STUDENTS***

Pictures or video images taken by parents or the media in classrooms or school hallways will be permitted ONLY for the purpose of recognizing student success. Permission for taking pictures must be granted by the

school administrator or his/her designee. Through registration, Colona Grade School will maintain a parent permission form regarding photographs and video images by staff or the media.

### ***THIRD-PARTY STUDENT SURVEY/QUESTIONNAIRES***

Third party student surveys and questionnaires are those that are created by a person or entity other than a District official, staff member, or student. Third party student surveys and questionnaires shall be administered at the direction of the Superintendent and only when they serve to advance the District's educational objectives. Notice will be provided to parents prior to the administration of third party surveys or questionnaires and parents will, upon their request, be permitted to inspect the survey or questionnaire within a reasonable time of their request.

### ***SURVEYS REQUESTING PERSONAL INFORMATION***

No student shall be required, as part of any applicable program, to submit to a District or third-party survey, analysis or evaluation that reveals the following information without prior written consent of his/her parent/guardian:

- Political affiliations or beliefs of the student or his/her parent/guardian;
- Mental or psychological problems of a student or his/her family;
- Behavior or attitudes about sex;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
- Religious practices, affiliations or beliefs of the student or his/her parents/guardians; or
- Income (other than required to determine eligibility for participation in a program or for receiving financial assistance under such program)

School staff shall not disclose the identity of any student who, upon written consent of the parent/guardian, completes any survey or evaluation regarding the above items. Notice will be provided to parents prior to the administration of surveys or questionnaires concerning the above information and parents, upon their request, will be permitted to inspect the survey or questionnaire within a reasonable time of their request.

### ***SELLING OR MARKETING STUDENTS' PERSONAL INFORMATION***

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

### ***RESTRICTIONS ON PUBLICATIONS***

#### School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.



The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

#### Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, and (2) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

#### Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

## **HEALTH**

### ***STUDENT ACCIDENT INSURANCE***

Insurance coverage for school hours or for 24 hours is available. All boys and girls participating in any of the sports programs offered must be covered by school or family accident insurance. Extended dental accident insurance is available if you choose the school day policy. There is a charge for insurance.

### ***HEALTH, EYE AND DENTAL EXAMINATIONS AND IMMUNIZATIONS***

The School Code of the State of Illinois requires all students entering pre-school, kindergarten or 1<sup>st</sup> grade,

and 6th grade, as well as students transferring into Illinois from out-of-state or out-of-country or enrolling in public school for the first time to have a health examination and up to date childhood immunizations. Proof of immunization against meningococcal disease is required from students in 6<sup>th</sup> grade.

**The health examination and immunizations must be presented by September 1st or your child will be excluded from school, except as otherwise allowed by law. The District will make publicly available on or before December 1<sup>st</sup> the immunization data that the District submitted to ISBE by November 15.**

Students in 5th through 8th grade, who intend to participate in interscholastic sports, must have a physical on file. The physical is good for one year from the date the physical is completed. This is required for each year of participation.

A dental examination is required for kindergarten, 2<sup>nd</sup> and 6<sup>th</sup> graders, and proof of such examination must be submitted by May 15<sup>th</sup> of each school year. The dental examination must have taken place within 18 months prior to May 15<sup>th</sup> of the school year. Parents/guardians may submit a waiver of this requirement by May 15<sup>th</sup> of the school year for students who show an undue burden or a lack of access to a dentist.

An eye examination is required for all kindergarten students and any out-of-state students entering an Illinois school, and proof of such examination must be submitted by October 15<sup>th</sup>. The examination must be completed within one year prior to the child's enrollment. Parents/guardians may submit a waiver of this requirement by October 15<sup>th</sup> of the school year for students who show an undue burden or lack of access to an optometrist or to a physician who performs eye examinations

## ***VISION SCREENING***

Vision screening will be done as mandated for the following children: annually for all pre-school, kindergarten, 2<sup>nd</sup> graders, 8th graders, and special education students. It will also be done for any teacher referrals and students transferring into school who have not been previously screened.

As time allows, other children may be tested. Vision screening will be done throughout the school year for different grades. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor.

Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months, and that evaluation is on file at the school. Vision screening is not optional. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

## ***NOTICE OF SERVICES FOR DEAF, HARD OF HEARING, BLIND, OR VISUALLY IMPAIRED STUDENTS***

The parents/guardians of any child who is deaf, hard of hearing, blind, or visually impaired will be provided with written notice of the existence and services of the Illinois School for the Deaf or Illinois School for the Visually Impaired, including information on school services, admission criteria, and contact information. For further information please contact Michael Carlson at [mcarlson@csd190.com](mailto:mcarlson@csd190.com) or 309-792-1232.

## ***MEDICATION AT SCHOOL/ADMINISTERING MEDICINES TO STUDENTS***

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### **Medical Cannabis**

The district follows board policy in regards to medical cannabis.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### Medication at School

Any child who must take medication, **including aspirin, Tylenol, cough drops and other over-the-counter medication**, is required to have the proper written authorization signed by the physician and the parent. The "School Medication Authorization Form" must be submitted by the student's parents/guardians and be on file with the School Nurse prior to any medication being given. Forms are available in the Nurse's office. All medication must be provided to the Nurse's office by the parent/guardian, including over-the-counter medication. Children are not allowed to carry medication on school grounds or at school-sponsored activities, except as follows.

1. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's physician and parents/ guardians have completed and signed the "Self Administration Form."
2. A student may possess an epi-pen prescribed by his/her doctor for immediate use at the student's discretion, provided the student's parents/guardians have provided written authorization from the student's physician, physician assistant or advanced practice nurse.
3. The student's parent(s)/guardian(s) must provide the school with (1) the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered, or (2) for use of an epi-pen, a written statement from the student's physician, physician assistant or advanced practice registered nurse containing the name and purpose of the epi-pen, the prescribed dosage and the time and terms at which or the special circumstances under which the epi-pen is to be administered. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/inhaler.
4. Children going on field trips who may need medication including emergency medication for allergies or insect stings must fill out the medication form and have a supply of the medication at the school in properly labeled bottles before the trip.

The District may authorize the provision of an epi-pen to a student or any personnel authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an epi-pen to the student, which meets the prescription on file.

The District may authorize a school nurse do the following: (i) provide an epi-pen to a student or any personnel authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an epi-pen to the student, that meets the prescription on file; (ii) administer an epi-pen that meets the prescription on file to any student who has an Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 that authorizes the use of an Epinephrine auto-injector; (iii) administer an epi-pen to any student that the school nurse in good faith professionally believes is having an anaphylactic reaction; and (iv) administer an opioid antagonist to any person that the school nurse or trained personnel in good faith believes is having an opioid overdose while in school, at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. A school nurse or trained personnel may carry an opioid antagonist on their person while in school or at a school-sponsored activity.

The District may maintain a supply of an opioid antagonist in any secure location where an individual may have an opioid overdose. A health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Alcoholism and Other Drug Abuse and Dependency Act may prescribe opioid antagonists in the name of the school district to be maintained for use when necessary. Any supply of opioid antagonists shall be maintained in accordance with the manufacturer's instructions.

The District may maintain at a school in a locked, secure location a supply of epi-pens. A physician may prescribe epi-pens the name of the District to be maintained for use when necessary. The District's supply of epi-pens may be provided to and utilized by any student authorized to self-administer that meets the prescription on file or by any personnel authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an epi-pen to the student, that meets the prescription on file. When a student does not have an epi-pen or a prescription for an epi-pen on file, the school nurse may utilize the District's supply of epi-pens to respond to anaphylactic reaction, under a standing

protocol from a physician licensed to practice medicine in all its branches and the requirements of this Section.

Within 24 hours of the administration of an undesignated epi-pen or an opioid antagonist, the District will notify the parents/guardians and physician or health care professional who provided the prescription of its use. Within 3 days after the administration of an undesignated epi-pen or opioid antagonist, the school must report to the Board information regarding the use of the undesignated epi-pen or opioid antagonist.

The District and its employees and agents, including a physician providing standing protocol or prescription for school epi-pens, shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a self-administration of medication, use of an epi-pen, administration of an opioid antagonist, or the medication's storage by school personnel regardless of whether authorization was given by the student's parent(s)/guardian(s) or by the student's physician, physician's assistant or advanced practice registered nurse. Parents/guardians must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of self-administration of medication, use of an epi-pen, administration of an opioid antagonist, or the storage of the medication by school personnel regardless of whether authorization was given by the student's parent(s)/guardian(s) or by the student's physician, physician's assistant or advanced practice registered nurse. When a school nurse administers an epi-pen to a student whom the school nurse in good faith professionally believes is having an anaphylactic reaction or administers an opioid antagonist to a person whom the school nurse or trained personnel in good faith believes is having an opioid overdose, notwithstanding the lack of notice to the parents/guardians of the student or the absence of the parents/guardians signed statement acknowledging no liability, except for willful and wanton conduct, the District and its employees and agents, including a physician providing standing protocol or prescription for school epi-pen, are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the use of an epi-pen or the use of an opioid antagonist regardless of whether authorization was given by the student's parents/guardians or by the student's physician, physician's assistant, or advanced practice registered nurse. Parents/guardians must sign and return an acknowledgement form to the District that they indemnify and hold harmless the District, school, and its employees and agents against any claims, except for a claim based on willful and wanton conduct arising out of the administration of asthma medication, an epi-pen (whether or not undesignated), or an opioid antagonist.

## ***ILLNESS AT SCHOOL***

If a student becomes ill or injured during the day, he or she must tell the teacher. If the student is sent to the School Nurse, he or she will explain the problem to the School Nurse. The student is not permitted to go home or use the telephone unless directed to do so by the School Nurse, the School Secretary, or the Principal. **Up-to-date telephone numbers, including an emergency number, are necessary for school records.**

It is the responsibility of the parent/ guardian to keep the student indoors on days when he or she is excused from school for medical reasons. If a student is hurt or injured at home, please address this before the next school day. Notify the School Nurse of any injuries that need attention at school.

## ***HEAD LICE POLICY***

Upon initial identification of head lice, the student will be removed from class. The parent/guardian will be notified to pick up the student from school. Appropriate instructions for treatment will be given at that time. For the child to be readmitted to class, he/she will need to be accompanied by the parent/guardian for recheck by the nurse in the school office. The student will need to be free of live bugs for re-admittance into the classroom. The nurse will notify all appropriate school personnel. School personnel will make sure proper procedures are taken within the school setting. Parents of affected classrooms will be notified of a

“classroom alert” if several students are found to be affected in a single classroom.

If it is necessary for a child to be sent home due to head lice, the first two absences will be considered excused. Any subsequent absences due to head lice may be considered unexcused and a referral will be made to the Henry County Truant Officer if deemed necessary.

## ***CARE OF STUDENTS WITH DIABETES ACT***

Pursuant to Illinois law, the District shall not “deny a student access to any school or school-related activities on the basis that a student has diabetes.” Moreover, school employees will be provided “an information sheet” when transporting a student with a diabetes care plan for school sponsored-activities, which shall identify the student with diabetes, identify potential emergencies that may occur as a result of the student’s diabetes and the appropriate responses to such emergencies, and provide emergency contact information. For a copy of the District’s procedures to implement the *Care of Students with Diabetes Act*, or other further information, please contact Jill Teerlinck at [jteerlinck@csd190.com](mailto:jteerlinck@csd190.com) or 309-792-1232.

### **Diabetes Care Plan**

Illinois law requires a plan for any student with diabetes who seeks assistance with diabetes care at school. This plan must be submitted by the parents to the school at the beginning of the school year, upon enrollment, as soon as practical following a student’s diagnosis, or when a student’s care needs change during the school year. The Diabetes Care Plan will serve as the basis of a Section 504 Plan or as part of an IEP.

The plan must include the physician’s instructions concerning the student’s diabetes management during the school day, including a copy of the prescription and methods of insulin administration. It must also include a number of items, including, but not limited to, a list of services and accommodations that are:

- Reasonable
- Reflect the current standard of diabetes care,
- Include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and Include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia.

## ***PHYSICAL EXAMS OR SCREENINGS***

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

## ***COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE***

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board’s policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

## ***FOOD ALLERGY MANAGEMENT PROGRAM***

School attendance may increase a student's risk of exposure to allergens that could trigger a food- allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in the School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: [www.isbe.net/nutrition/pdf/food\\_allergy\\_guidelines.pdf](http://www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf).
3. Complies with State and federal law and is in alignment with Board policies.

## ***CLASSROOM TREATS***

On occasions such as elementary birthdays or celebrations where parents may wish to bring treats, we require you to send nutritional, store-bought, pre-packaged, and individually wrapped items for the students in the class. Please contact your child's teacher before bringing any outside food to class to accommodate any students who may have food allergies.

## ***ASBESTOS***

The finalized Asbestos Inspection Reports and Management plans for Colona Grade School District #190 have been submitted to the Illinois Department of Public Health for approval. The District's Asbestos Inspection Report and Management Plan is available in the Administration Office from 8:00 a.m. until 4:00 p.m. on regular business days.

## ***PESTICIDE APPLICATION***

Colona School District will have pesticide applied to school grounds on the fourth Friday of each month. Please contact Carl Johnson at 309-792-1232 or [cjohnson@csd190.com](mailto:cjohnson@csd190.com) with any questions.

## ***ATTENDANCE***

Regular, daily, on-time attendance at school is extremely important. It is assumed that missed work can always be made up. This is only partly true. The paperwork can be done, but the most important part of class—the instruction and activities—cannot be duplicated. This is why regular attendance is so important to a child's success in school. Attending classes regularly, doing the assigned work and contributing in class are directly related to success in school. Only when a student is present in the classroom is the student's mental growth going to be enriched by the contribution of fellow classmates' ideas, teachers' explanations of assignments and the introduction of supplementary materials. There is really no way to fully duplicate the

classroom experience after a student has been absent. Excessive absences may result in a report to the Truant Officer.

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

It is the responsibility of the parent to see that a student is in regular attendance, to authorize any absence, and to notify the school in advance or at the time of any absence. The law is specific and parents must cooperate with the school to insure that regular attendance is enforced.

### ***PERFECT ATTENDANCE***

Only those students who have NO absences, tardies or early dismissals, excused or unexcused, will be eligible for a Perfect Attendance Award.

### ***WHAT TO DO IF ABSENT***

**Attendance phone lines are open 24 hours a day.** Parents are expected to report the student's absence to the school office by phone no later than 9:00 a.m. on each day of absence. If a student is absent without prior authorization by the parent or guardian, the building secretary or a designee, shall make a reasonable effort to notify the parent or guardian of their child's absence within 2 hours after the first class by telephoning the numbers given. The school requires at least one but not more than two telephone numbers at which parents/guardians may be reached by the school regarding absence notification.

#### **Excused Absences**

An Absence may be excused for the following reasons if phoned in by 9:00 a.m.:

- **Illness**
- **Death in the immediate family**
- **Family emergency**
- **Observance of a religious holiday**
  - A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school. The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement due to the absence.
- **Court Appearances**
- **Other situations beyond the control of the student as approved by the Administration**
- **Other circumstances that cause reasonable concern to the parent for the student's health or safety**
- **Other reasons as approved by the Superintendent**

#### **Unexcused Absences**

Unexcused absences are given for any absences not covered above including but not limited to:

- **No parent call or late parent call (after 9:00 am)**



- **10 or more absences in a semester without a doctor’s note or other verification**
- **Suspensions**
- **Leaving school without permission from nurse or administration**
- **Oversleeping**
- **No transportation**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State’s Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## ***TARDY***

Students should be in their classroom by 8:25 a.m. each day. Students are required to enter through the main doors and get a tardy slip from the office if they are not in class when the 8:25 a.m. tardy bell rings.

## ***MAKEUP WORK POLICY***

Students with absences will be allowed to make up work assigned during their absences for full credit. Students will be given two days to make up work for every day missed, starting with the first day the student returns. It is the responsibility of the student and or parent/guardian to get the assignments, complete them and turn them in, and to arrange a time with the teacher to make up any missed tests. Incomplete work or failure to do the work in a timely manner may result in a lowering of grades. Student assigned work must be completed within the time determined by the classroom teacher. If the work is not completed, a grade of zero will be recorded in the teacher's record. A student has one day per day missed to turn in missed work for equivalent academic credit due to an absence, including out of school suspensions. An incomplete or late assignment can be accepted upon review by the teacher and Principal on an individual basis.

## ***HOME HOSPITAL INSTRUCTION***

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student’s home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student’s individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

## **ACADEMICS**

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards.

### **New Illinois Learning Standards**

The Illinois State Board of Education has adopted new Math and English Language Arts standards for K-12 education known as the New Illinois State Learning Standards Incorporating the Common Core. The goal is to better prepare Illinois students for success in college and the workforce in a competitive global economy.

#### **Why new standards?**

- Our expectations for what students must know and be able to demonstrate were different in 1997 when Illinois adopted the current standards.
- The new standards aim to provide clear, consistent academic benchmarks with “fewer, clearer and higher” academic standards for essential learning and skills. The standards were developed while considering the standards of top performing countries and the strengths of current state standards.
- The 2010 state standards provide benchmarks for academic progress (skills and knowledge) that students should have at the conclusion of each grade level. This will allow teachers to establish the best approach to help their students meet those standards.

Students and parents will clearly understand the knowledge students are expected to attain each year. More CCSS information can be found at [http://www.isbe.state.il.us/common\\_core/default.htm](http://www.isbe.state.il.us/common_core/default.htm).

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## ***GRADING SCALES***

At Colona Grade School, we are transitioning to a report card that is more reflective of the standards in the Common Core. We appreciate your patience as we work through this process, as grading tools will change to reflect growth more often than mastery. The following is subject to change as we continue to learn and grow as educators on the best ways to instruct and assess.

The official grading scales for Colona School are as follows:

<b>90%-100% - A</b>	<b>60%-69% - D</b>
<b>80%-89% - B</b>	<b>59% and Below – F (failing)</b>
<b>70%-79% - C</b>	

In grades 1, 2, 3, and 4, the following grades are also used depending on the subject:

<b>E</b>	<b>Excellent</b>	<b>P</b>	<b>Progressing</b>
<b>M</b>	<b>Meets Standards</b>	<b>MP</b>	<b>Moderately Progressing</b>
<b>N</b>	<b>Needs Improvement</b>	<b>DP</b>	<b>Difficulty Progressing</b>
<b>U</b>	<b>Unsatisfactory</b>		

Grades at Colona School are based on any or all of the following:

Tests, quizzes, daily work, homework, class participation, projects, oral reports, completing work on time, extra credit and late credit work, being prepared for class, attitude, ability.

A student's grade will reflect his/her understanding of the concepts taught to master the Common Core State Standards. Details regarding the computing of grade point averages may be obtained from the Principal's office or the homeroom teacher.

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

## ***ANNUAL TESTING***

Students in grades 3-8 will be given IAR (Illinois Assessment of Readiness) assessments between March and May.

The IAR tests are high quality, computer-based K–12 assessments in Mathematics, English Language Arts/Literacy, and Science. They are nationally normed assessments that provide teachers, schools, students, and parents/guardians information on student's academic preparation.

Computer delivery of IAR will allow the test items to both measure those skills needed for life beyond high school and be interactive and engaging. More information for parents/guardians can be found at <https://www.isbe.net/iar>.

Students in grades K-8 will participate in Measures of Academic Progress (MAP) testing 2-3 times during the school year. MAP assessments are adaptive achievement tests in Mathematics, Reading, and Language Usage that are taken on the computer. The adaptive nature of the test is a unique feature of the MAP assessments. The difficulty of the test is adjusted to the student's performance so each student sees different test questions. The difficulty of each question is based on how well the student has answered the questions up to that point. As the student answers correctly, the questions become more difficult. If the student answers incorrectly, the questions become easier. The results of the MAP assessment are used to help guide teachers' instruction and monitor the growth of each student. More information about MAP testing can be found at: [www.nwea.org/sites/www.nwea.org/files/resources/ParentToolkit.pdf](http://www.nwea.org/sites/www.nwea.org/files/resources/ParentToolkit.pdf)

## ***ACADEMIC PROGRESS REPORT***

Parents can make appointments with teachers to discuss their child's grades. Parents of junior high students will be notified if their child is experiencing academic problems at the mid-term of each quarter. Students and parents are able to check progress by using TeacherEase. Please let a teacher or the secretary know if you do not have an account and we can set one up for you.

## ***INSTRUCTIONAL MATERIALS***

Teachers are encouraged to use supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught and to ensure it is age-appropriate. No movie above a PG rating shall be shown to students unless prior approval is received from the Superintendent or designee; a movie rated PG-13 requires approval of the Building Principal and parental notification; and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings.

## ***STUDENT RECOGNITION***

The staff of Colona School recognizes and rewards students for achievement in a variety of ways within each classroom. In grades 6, 7, and 8, students are recognized for academic achievement each quarter by earning

a place on the Honor Roll. There are three levels of awards: Special Honors, Honor Roll, and Honorable Mention. An end-of-year Awards Assembly recognizes many students in all areas of school activity for accomplishments throughout the school year.

### ***Accelerated Placement***

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

### ***SPECIAL EDUCATION***

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For more information regarding the identification, assessment and placement of children with disabilities, please contact Michael Carlson, Principal, at 309-792-1232 or mcarlson@csd190.com.

The District must provide written notice to the parents/guardians of students with disabilities of all their legal protections when the District seeks to access public benefits or insurance (e.g., Medicaid) to pay for services required about IDEA. Notice must include the following information:

- That personally identifiable information may be disclosed;
- The purpose of the disclosure (e.g., billing for services);
- The agency to which disclosure will be made (e.g., Medicaid);
- The following no-cost statements:
  - Parents/guardians may not be required to enroll in public benefits in order for their child to receive FAPE;
  - Parents/guardians may not be required to incur out-of-pocket expenses such as a deductible or co-pay;
  - The District may not use a child’s benefits if that use would decrease lifetime coverage, increase premiums, result in the family paying for services that would otherwise be covered, or risk loss of eligibility for certain waivers.
- The parents/guardians have the right to withdraw their consent at any time;
- The withdrawal of consent or refusal to consent does not relieve the District of its obligation to provide all required services at no cost to the parents/guardians.

#### **Related Service Logs<sup>1</sup>**

- For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child’s IEP and the minutes of each type of related service that has been administered. The school will provide a child’s parent/guardian a copy of the related service log at the annual review of the child’s IEP and at any other time upon request.

## ***PARENTAL INVOLVEMENT POLICIES & ACTIVITIES UNDER TITLE I***

The District shall maintain programs, activities and procedures for the involvement of parents/guardians of students receiving Title I services. Please contact the Superintendent for more information.

### ***Parent Notices Required by the Every Student Succeeds Act***

#### **I. Teacher Qualifications**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student’s classroom teachers, including, at a minimum, whether:

- a.
  1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  2. The teacher is teaching under emergency or other provisional status.
  3. The teacher is teaching in the field of discipline of the certification of the teacher.
  4. Paraprofessionals provide services to the student and, if so, their qualifications.

#### **II. Testing Transparency**

The State and District requires students to take certain standardized tests.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

#### **III. Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District’s website at [www.csd190.com](http://www.csd190.com).

## ***ENGLISH LANGUAGE LEARNERS (ELL)***

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school’s English Learners program, contact the building Principal.

## ***SCHOOL WELLNESS PROGRAM***

School wellness, including good nutrition and physical activity will be promoted in the District’s educational program, school activities, and meal programs.

### Goals for Nutrition Education

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District’s comprehensive health education curriculum. See School Board policy 6:60, *Curriculum Content*.
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### Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students’ knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content*.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

### Nutrition Guidelines for Foods Available in Schools During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current *Dietary Guidelines for Americans* published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during the meal periods and comply with all ISBE rules.

### Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law, unless the Superintendent or designee in a participating school has granted an *exempted fundraising day* (EFD). To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs is set by ISBE rule.

### Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

### Monitoring

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board

concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

- \* An assessment of the District's implementation of the policy
- \* The extent to which schools in the District are in compliance with the policy
- \* The extent to which the policy compares to model local school wellness policies
- \* A description of the progress made in attaining the goals of the policy

### Community Input

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from community members, including parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and community.

## ***PHYSICAL EDUCATION***

Regular physical activity during the school day is important for students' well-being and the ability to concentrate on studies. The following are guidelines for participation in physical education classes:

- All students are required to take P.E.
- Grades are given.
- Clean gym shoes, with non-markable soles, are required for all students.
- Students in grades 6, 7, and 8 must wear a P.E. Uniform. Students need to wear dark colored shorts and a white or gray t-shirt.
- In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.
- Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

## ***SAFE AND DRUG FREE SCHOOL POLICY***

The District prohibits the use of drugs, including tobacco products and alcohol, on school property or at school-sponsored activities in accordance with the *Safe and Drug-Free Schools and Communities Act*.

## ***VIOLENCE AND DRUG PREVENTION EDUCATION***

In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.

## ***CHILD SEXUAL ABUSE EDUCATION***

The health program in grades K-8 shall include annual instruction on the danger of and how to avoid abduction as part of the District's regular curriculum. Students shall be given, as appropriate, information on child sexual abuse, assault awareness and prevention curriculum.

## ***PARENTAL RIGHT TO OBJECT TO INSTRUCTION***

No student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent/guardian submits a written objection to the Building Principal. Parents/guardians of students in grades kindergarten through 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty.

Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

## ***STUDENT SUPPORT SERVICES***

The following student support service may be provided by the School District:

1. Health services supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease, including head lice (*Pediculus Humanus Capitis*).
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

## ***BAND***

**Any student in grades 5 through 8 may join the Colona School Band.** Colona School has a proud history of achievement in music and provides excellent training in instrumental music performance. Participation in the Colona School Band program requires special effort on the part of the students and parents. Fifth grade band sign-up usually takes place the second or third week of August. The following are requirements for all students participating in the band program:

- Students are required to have their instrument and music at all performances, rehearsals, and lessons.
- All band students are required to take their instrument home and practice. It is the students' responsibility to have their assigned music prepared for the next lesson.
- Beginning band members are expected to remain in the program for the entire school year.
- Classroom rules will be the same as those as listed in the Colona Student/Parent Handbook.
- Students are expected to attend their scheduled lesson time.

## ***LIBRARY***



Colona School has a great library. It has taken several years to build a collection of books. In order to maintain the existing collection and preserve the quantity and quality of books available to Colona School students, it is necessary to take care of the borrowed books. Please require your children to respect and handle books in a proper way so that the Colona School Library's collection of books will be available to future generations of students.

**Please review the following library rules:**

1. All library books are checked out for two weeks at a time.
2. Student may have one book checked out at a time.
3. Books may be renewed several times if necessary.
4. There is an overdue fine of 5 cents a day counting only days when school is in session. Students may still borrow a book as long as they have no missing books.
5. Books that are returned damaged will be assessed for the amount of damage and your child/children will need to pay that amount. Charges for tears or scribbles in the books will vary according to the damage assessed.
6. If your child loses a book, the charge will be for the cost of the book.

Please encourage and help your child/children handle books properly!

## ***FIELD TRIPS***

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns.

Parents/guardians of students shall be given the opportunity to consent to their child's participation in any field trip. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

### Recreational Class Trips

Recreational class trips are permissible provided they do not interfere with the District's educational goals. The provisions in this policy concerning field trips are also applicable to recreational class trips, except those regarding educational value.

## ***NON-DISCRIMINATION***

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin/ancestry, sex, sexual orientation, religious beliefs, physical and mental disability, status as homeless, age, immigration status, gender identity, order of protection status, military status, status of being homeless, unfavorable discharge from military service, actual or potential marital or parental status including pregnancy, and any other category protected by federal or state law.

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex and any other protected status. Any parent or student may file a discrimination grievance by contacting the District's Non-Discrimination Coordinator, Complaint Managers, or any other District employee.

Upon request, any Boy Scout group or any other designated group under federal law shall be given equal access to school facilities and shall not be denied access, opportunity, benefits or services, or be discriminated against for reasons including the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts or other designated youth group, except that the District will remain viewpoint neutral when granting access to school facilities under Board Policy 8:20, *Community Use of School Facilities*.

### **Sexual Harassment Prohibited**

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal for appropriate action. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

### **Nondiscrimination Coordinator:**

Carl Johnson, Superintendent  
700 1<sup>st</sup> Street  
Colona, IL 61241  
309-792-1232

### **Complaint Managers:**

Carl Johnson, Superintendent and Becky Kurt, Social Worker  
700 1<sup>st</sup> Street  
Colona, IL 61241

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

## ***BULLYING, INTIMIDATION, AND HARASSMENT POLICY***

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

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

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-

optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

#### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

#### **Complaint Managers:**

Carl Johnson, Superintendent and Michael Carlson, Principal  
700 1<sup>st</sup> Street  
Colona, IL 61241  
309-792-1232

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.

- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

- 6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
- 7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
- 8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
- 9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
- 10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
- 11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

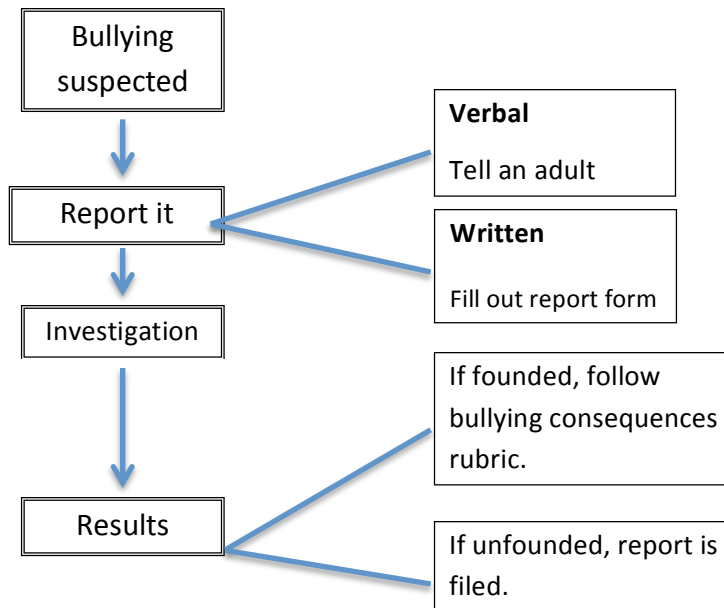
The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must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

- 12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
  - b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic

(the list of characteristics in 7:20 is the same as the list in this policy).

- f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

If bullying, intimidation or harassment is suspected, there are procedures to be followed by students, staff and parents.



## ***TEEN DATING VIOLENCE POLICY***

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. "Teen dating violence" occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Board has adopted a teen dating violence policy, Board Policy 7:185, which outlines the response plan developed by the District to address teen dating violence. Anyone with information about incidents of teen dating violence should report them to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, Complaint Manager, or any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

## **BEHAVIOR**

## ***STUDENT CODE OF CONDUCT/BEHAVIOR***

**Students are responsible for their behavior and are expected to conduct themselves according our four Trojan Traits.**

### **Trojan Traits- Be Proud of your accomplishments**

1. Be Respectful: Treat yourself and others with kind words and actions
2. Be Responsible: Take care of self, others, and the school
3. Be Cooperative: Work together for our common goals
4. Be Prepared: Be ready to learn and work

Students are expected to be RESPECTFUL, RESPONSIBLE, COOPERATIVE, and PREPARED in all school settings. These traits apply to all school functions on and off school grounds. This includes, but is not limited to, traveling to and from the school and participation in or attendance at extracurricular functions held at other schools.

Two principles govern all rules at Colona Grade School:

1. Conduct that is disruptive of the educational process is prohibited.
2. Conduct that infringes upon the rights of others is prohibited.

## ***STUDENT BEHAVIOR***

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### *When and Where Conduct Rules Apply*

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

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

### *Prohibited Student Conduct*

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and cannabis).
  - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
4. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.



6. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
7. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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.

#### Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary

discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Corporal Punishment**

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

### **Weapons Prohibition**

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

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

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

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

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

### **Gang & Gang Activity Prohibited**

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

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

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to 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 temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students 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) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

## ***Dress Code***

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Students are expected to dress appropriately. The school requires all students to dress in a fashion the administration judges to reflect good taste and a style appropriate for a school day. Students are expected to dress and behave in a manner that will not disrupt the educational process, constitute a health or safety hazard, or violate district policy.

Items not allowed in the classroom include hats, jackets (coats), sunglasses, gloves, and electronic gaming and music devices. Clothing considered inappropriate include but is not limited to the following: clothing advertising/depicting tobacco, drugs, alcohol, inappropriate graphics or language, devil/gang symbols, clothing espousing violence in any form, or which appears less than decent, such as sagging pants/shorts, torn jeans, half shirts, or halter tops. No shirts that expose the midriff, stomach, or excessive back area, no mesh or see through shirts (unless a t-shirt is worn underneath), or spaghetti straps. Any manner of appearance, which creates a classroom disturbance, is not allowed. Students may be required to change clothes or turn shirts inside out. Since it is not possible to list all infractions of these rules, it will be the responsibility of the faculty and administrative discretion in determining the appropriateness of appearance and attire for the school setting.

## ***SEARCH AND SEIZURE***

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

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

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

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

### **Students Searches**

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

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

## **Seizure of Property**

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

## **Questioning of Students Suspected of Committing Criminal Activity**

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

## Seizure of Property

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

## Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

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

## ***VIDEO SURVEILLANCE***

Video surveillance is used inside and outside Colona School. Warnings are posted throughout the School.

## ***MISCONDUCT BY STUDENTS WITH DISABILITIES***

### Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## ***BUS CONDUCT***

All students must follow the District's *School Bus Safety Rules*.

### School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Behavior*.
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 a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### Academic Credit for Missed Classes During School Bus Suspension

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

### Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

## ***SUSPENSION PROCEDURES***

### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of

disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

## ***EXPULSIONS PROCEDURES***

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.

- b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. 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 Board or a hearing officer appointed by it. 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. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
  3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, 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.
  4. If the Board acts to expel the student, its written expulsion decision shall:
    - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
    - b. Provide a rationale for the specific duration of the recommended expulsion.
    - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
    - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
  5. Upon expulsion, the District may refer the student to appropriate and available support services.

### ***SEX EQUITY POLICY***

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities. If you feel that you have been discriminated against on the basis of sex, please contact the District's Non-Discrimination Coordinator.

### ***ELECTRONIC SIGNALING DEVICE USE***

It is the intention of the Board of Education to provide a safe and secure learning environment for the students in its school and to structure the possession of electronic signaling devices so that student welfare and safety and the educational environment are not adversely affected. To that end, every classroom in the District maintains a telephone that students are able to access with teacher permission.



Electronic signaling devices, such as cell phones, smart phones, and iPods, are NOT required for students and the decision to provide a child with a device is a parental one. The possession and use of electronic signaling devices at Colona School are to be used for emergency situations and not merely for convenience. As such, they are subject to the following rules:

1. **A parent must register his/her child's device with the school** by completing and signing the "Electronic Signaling Device User Agreement" form. This form will be kept on file at the school for the current school year. It will need to be renewed at the start of each school year.
2. The device is not for use during the school day and must be kept off and out of sight. Cell phone use is not allowed during the regular school day unless the student has permission from a staff member.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. Games, cameras, text messaging, and other add-on devices for cell phones are not to be used during the school day without permission from a staff member.
5. Use of a signaling device to photograph or videotape is prohibited without permission from a staff member.
6. They may not be used for creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions* or *non-consensual dissemination of private sexual images* as defined in State law, i.e., *sexting*. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

**Violations of the above guidelines will result in the following:**

**First Offense:** The device will be confiscated, a parent/guardian will be notified and the device will be returned to the student. It will be the student's responsibility to establish a time after school to collect the device from the main office and sign for the first offense.

**Second Offense:** The device will be confiscated and will be returned only to a parent. It will be the parent's responsibility to establish a time to meet with the appropriate administrator to collect the device.

**Third Offense:** The device will be confiscated and will be returned only to a parent along with a notice that a further infraction of the policy will result in special arrangements, which may be made in order for this student to bring their device to school for the remainder of the school year. The student will be issued further consequences at the discretion of the administration.

**If you elect to provide your child with an electronic signaling device, you must complete the Agreement Form which is available at [www.csd190.com](http://www.csd190.com) or in the main office and return it to the school. By completing the Agreement Form you are indicating that you have read and understand the above guidelines regarding the use of electronic signaling devices at school.**

The School District is not responsible for the loss or theft of any electronic device brought to school.

## ***USE OF TECHNOLOGY***

In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate Board Policy

6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyber-bullying awareness and response.

The Colona Board of Education has adopted a policy regarding the use of technology at Colona School, specifically computer technology. This policy may be reviewed in its entirety in the Superintendent's office. Included here in the Student/Parent Handbook is a summary of information contained in the policy for parents and students of Colona School. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, provide tremendous opportunities for enhancing, extending, and rethinking the learning process and assist in preparing each student to be a productive citizen. This new capability requires guidance for students and staff. Please note that students have no right to privacy when they use the District's technology or server/network. In addition, parents and students must sign and return the Acceptable Use Form before the student may use the District's electronic network.

**Users will:**

- Adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled 'freeware' or 'public domain').
- Adhere to the licensing agreements governing the use of shareware.
- Note that e-mail is not guaranteed to be private. People who operate the system do have authorized access to mail: others may have access.
- Be responsible at all times for the proper use of their access privileges and for avoiding impersonations, anonymity, or unauthorized sharing of security measures. Take responsibility for any activities using technology that is borrowed by them or under their account or password.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse or viruses.
- Respect the right of others to use equipment and therefore not use it for non-school activities.
- Abide by the policies and procedures of networks and systems linked by technology.
- Protect the privacy of other users and the integrity of the system by avoiding misuse of passwords, others' files, equipment and programs.
- Follow all procedures and directives established by the technical supervisor for operating both hardware and software in the computer lab.
- Respect the district equipment such as Chromebooks, computers, ipads, etc. Parents may be responsible for damage done to equipment.

**Users will not:**

- Use offensive, obscene, inflammatory or defamatory speech
- Harass other users
- Use the account of another user
- Misrepresent themselves or others
- Violate the rights of others, including their privacy
- Access, download, and/or create pornographic or obscene material
- Use the network for personal business or financial gain
- Vandalize data, programs, and/or networks
- Degrade or disrupt systems and/or equipment
- Damage technology hardware and/or software
- Spread computer viruses
- Gain unauthorized access to resources or entities
- Violate copyright laws
- Use technology for illegal activities

- Reveal personal address or phone number or those of other users

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology may result in loss of privileges to use the District’s electronic network and any other disciplinary action recommended by the staff, administration and/or the Board of Education.

The Children’s Online Privacy Protection Act gives parents control over what information websites can collect from their children. Many companies, however, are not providing information about what data a mobile app collects, who will have access to that data, and how it will be used. Allowing your child access to games and other seemingly harmless applications on a smartphone or computer risks his or her exposure to intrusive marketing and access to personal information.

A recent survey of apps for children by the Federal Trade Commission found that 10 percent of apps with social networking services did not disclose their presence; 17 percent of the apps allowed children to make purchases without parent/guardian consent; and 58 percent contained constant advertising, while less than 20 percent disclosed that advertising would appear.

The following suggestions may help keep children from being bombarded by unwanted advertising, from making unwanted purchases and from disclosing personal information and location:

- Be choosy about the applications that you let your child use. Try the app yourself to check for advertising messages and/or social networking and purchase options before allowing your child access.
- Select activities that do not require access to the Internet or an application, such as looking at family pictures or listening to preselected music, screened and approved by you.
- Make certain that the ability to make purchases is password protected.
- Set up family rules and consequences explaining that all purchases made via a smartphone or computer must have parent/guardian consent.
- Caution children about the use of social networking and other sites and/or apps that can pinpoint locations.
- Monitor computer and smartphone use whenever and wherever possible.

For more information on the Children’s Online Privacy Protection Act, please see the following links:

[www.ftc.gov/opa/2012/12/kidsapp.shtm](http://www.ftc.gov/opa/2012/12/kidsapp.shtm)

[www.ftc.gov/opa/reporter/privacy/coppa.shtml](http://www.ftc.gov/opa/reporter/privacy/coppa.shtml)

## **CAFETERIA AND RECESS**

### ***BREAKFAST***

Breakfast is served daily in the cafeteria from 7:45 a.m. - 8:20 a.m. Any registered student may have school breakfast. We additionally have a program for students that arrive late at school. After the breakfast time ends at 8:20, students will be able to have a cold breakfast in the cafeteria. Please remember that your student is to arrive no earlier than 7:45 for breakfast. If they are not eating breakfast students are not to arrive until 8:00.

### ***LUNCH***

All students will eat lunch at school sometime between 10:50 a.m. and 12:45 p.m. daily. It will be necessary that all students either receive a lunch in the cafeteria or bring a sack lunch to be eaten during this time. Students who bring a sack lunch may purchase milk in the cafeteria.

Students are expected to talk quietly with their neighbors while eating their lunch. Consequences may result in students having a silent lunch or individuals moved to other areas to finish their lunch. As part of

our positive behavioral interventions, students may earn additional privileges based on their behavior.

### ***COMMUNITY ELIGIBILITY PROVISION (CEP)***

Colona School is implementing a program available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP). Healthy breakfasts and lunches are provided free of charge to all enrolled students. If a student brings a lunch from home and needs a milk, there is a charge of 25 cents.

Money can be deposited into a student's account in the following ways:

- In the cafeteria before school
- In the office during the day
- Online through the student's TeacherEase account

No charging for milk in the cafeteria during lunch is allowed. Money must be in the account in order to purchase a milk.

### ***CAFETERIA BEHAVIOR***

Students are expected to eat in a timely manner and with respect for others. Everyone has the right to eat in pleasant, orderly surroundings. Therefore, misconduct in the cafeteria will be handled in the same manner as in the classrooms. Misbehavior will be subject to discipline.

### ***STUDENT RECESS***

Students will go outside for recess when the temperature, with wind chill, is 15 degrees Fahrenheit or warmer. Please make sure your child is prepared to go outside by having a suitable coat for cold temperatures. Boots, gloves, mittens and snow pants are required for students who wish to play in the snow during winter months.

### ***EXTRACURRICULAR ACTIVITIES***

Students who miss school at any time during the day because of illness are not permitted to take part in after-school activities. Students who are absent from school because of illness are unable to participate in practices or games on the days that they are absent and will be considered excused as long as they are excused from school as well. More detailed information can be found in the *Colona Trojans Extracurricular Handbook*.

Only Colona School students will be allowed into the Colona School sponsored dances.

### ***EXTRACURRICULAR TEAMS***

Extracurricular activities are privileges extended by Colona School District #190 to students who wish to participate and who comply with the code as well as the rules and regulations established for the respective activity. Compliance allows for ongoing participation in a particular activity. Please review the Colona Trojans Extracurricular Handbook for more detailed information.

**A birth certificate, physical exam, parent permission slip and accident insurance are required of all students participating in interscholastic sports.** A student must obtain a physical exam each school year in which he/she participates in the athletic program.

We encourage parents, students, and others to attend sports events at Colona School in support of our teams. We also expect good sportsmanship and proper behavior at all sports events. Failure to comply with reasonable rules of conduct could result in being banned from attending games. Students below grade 4

should be accompanied by a parent or responsible adult. Older students who are not accompanied by an adult are expected to remain in the gym during game time or until picked up by a parent. No loitering in the entrance foyer or outside the gym will be allowed before, during, or after game time.

<b>Extracurricular Teams</b>	<b>Boys</b>	<b>Girls</b>
5 <sup>th</sup> – 8 <sup>th</sup> Volleyball		X
5 <sup>th</sup> – 8 <sup>th</sup> Basketball	X	X
7 <sup>th</sup> – 8 <sup>th</sup> Cheerleading	X	X
5 <sup>th</sup> – 8 <sup>th</sup> Track	X	X
5 <sup>th</sup> - 8 <sup>th</sup> Cross Country	X	X
5 <sup>th</sup> -8 <sup>th</sup> Wrestling	X	X
7 <sup>th</sup> -8 <sup>th</sup> Football	X	X
6 <sup>th</sup> – 8 <sup>th</sup> Scholastic Bowl	X	X
Astronomy Club (All Grades)	X	X
Chess Club (All Grades)	X	X
Builders’ Club (6 <sup>th</sup> – 8 <sup>th</sup> Grades)	X	X

***STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES***

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

1. Comply with the concussion protocols, policies, and by-laws of the IESA, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
  - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
  - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
  - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
2. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
3. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

***CPR/AED VIDEOS***

Students and parents are encouraged to view the video of hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED), which are available on the Illinois High School Association’s website and the Illinois State Board of Education’s website at [http://www.isbe.state.il.us/school\\_health.htm](http://www.isbe.state.il.us/school_health.htm).

## ***COLONA PTA***

The Colona School PTA meets on the third Thursday of every month and begins at 6:00 p.m. in the teachers' lounge (At Colona Pizza Hut during breaks). Everyone is cordially invited to attend. PTA activities will be listed in the newsletter or the PTA will send separate notes home with students. Questions about any PTA activity or event should be emailed to colonapta@csd190.com.

President	Jessica Teichman
Vice-President	Kim Dietz
Secretary	Melissa Schaefer
Treasurer	Becky Hanssen

## ***TROJAN TRIUMPH***

Trojan Triumph is a 21<sup>st</sup> Century Community Learning Center. This grant-funded program is brought to you by a partnership between Colona School and the Regional Office of Education. This program provides before and after-school and summer activities to students grades PreK-8th. Also, one week during the October and March intersessions programming is offered. The activities can include: homework help, physical activities, science topics, math topics, enrichment clubs, etc. Registration forms are available throughout the year. Family nights are offered during the school year and participants' families are encouraged to attend.

## ***SCHOOL CLOSINGS***

### ***WEATHER ALERT***

We have determined that in spite of extreme heat/cold we will plan to have school every day unless there is an actual health threat. When we carefully weighed our concerns about uncomfortable temperatures against the welfare of our students and the difficulties involved in early dismissal, we decided to keep the students in school for a regular school day, with the understanding that parents could make other arrangements if they felt it necessary.

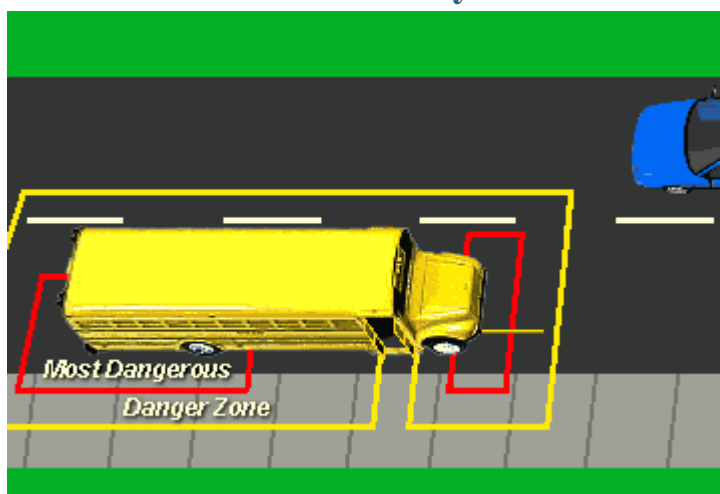
### ***EMERGENCY OR EARLY CLOSINGS***

- A phone call will be made using the School Messenger program with information regarding the closure.
- Information will be made available on local radio and television stations. Listen to these stations before calling the school.
- Parents should make plans or arrangements for their child's supervision in case of such closings.
- In the event of such closings, the school office will remain open for parent contact.
- Students will be permitted to use the telephone during these emergency situations.

### ***STATION LISTINGS FOR EARLY OR EMERGENCY CLOSINGS***

If it becomes necessary to cancel or close school due to extreme weather conditions (heat, snowstorms, etc.) please listen to your local radio or television stations for an announcement. It will not be necessary to call the school for this information.

## School Bus Safety Rules



1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.

# Colona Grade School Bullying Report Form

Bullying is repeated acts of severe physical, verbal, emotional or sexual conduct.

Upon completion, this form should be turned in to Michael Carlson, Principal, 700 1<sup>st</sup> St. Colona, IL 61241, 309-792-1232, or mcarlson@csd190.com, or any staff member with whom the complainant is comfortable speaking.

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

Name of Complainant: \_\_\_\_\_

[Note: Anonymous reports also are accepted.]

Student  Parent/Guardian  Staff  Other (please specify): \_\_\_\_\_

If a student, specify school and grade: \_\_\_\_\_

If a parent/guardian or other, provide contact information: \_\_\_\_\_

Is the Complainant the target of the alleged bullying being reported?  Yes  No

[Note: The Complainant need not be a target to make this report.]

Date and Time of Incident of Bullying: \_\_\_\_\_

## Student(s) being reported as targets of the alleged bullying:

Name: _____	School: _____	Grade: _____
Name: _____	School: _____	Grade: _____
Name: _____	School: _____	Grade: _____
Name: _____	School: _____	Grade: _____

## Person(s) being reported as aggressors engaged in the alleged bullying:

Name: _____	<input type="checkbox"/> Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Name: _____	<input type="checkbox"/> Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Name: _____	<input type="checkbox"/> Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Name: _____	<input type="checkbox"/> Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Other

## Person(s) who witnessed or have knowledge about the alleged bullying:

Name: _____	<input type="checkbox"/> Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Name: _____	<input type="checkbox"/> Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Name: _____	<input type="checkbox"/> Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Other
Name: _____	<input type="checkbox"/> Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Other



**Description of the alleged bullying incident(s), including any incident-related evidence (may use reverse side and/or additional pages if needed):** \_\_\_\_\_

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**Approximate date(s) and time(s) of the alleged bullying incident(s):** \_\_\_\_\_

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**Location(s) of the alleged bullying incident(s):** \_\_\_\_\_

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**How were student(s) the targets of the alleged bullying? Through what means were the student(s) bullied?** \_\_\_\_\_

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**Was/were the alleged bullying incident(s) based on any certain characteristic(s) of the target(s)?** \_\_\_\_\_

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*By completing and signing this form I attest that the information provided is true and accurate to the best of my knowledge.*

**Signature:** \_\_\_\_\_

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

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**(To be completed by staff member)**

1. Date and time you received this report: \_\_\_\_\_
2. Investigated incident yourself or passed to \_\_\_\_\_
3. Summary of investigation= frequency, duration, witnesses, attempts to stop it by others  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Investigated by: \_\_\_\_\_
5. Determination: Founded \_\_\_\_\_ Unfounded \_\_\_\_\_
6. Consequence: \_\_\_\_\_

