

# ELWOOD COMMUNITY CONSOLIDATED SCHOOL DISTRICT 203



409 N. Chicago Avenue • Elwood, IL 60421

## Parent-Student Handbook 2023-2024

### ADMINISTRATORS

**Superintendent:** Tim Page

**Principal:** Ryan Rekruciak

### MISSION STATEMENT

Elwood School District #203, through a collaborative effort of school, family, and community is committed to excellence for all students, while providing a safe, diverse, engaging, and technologically rich environment. By responding to individual student needs, children will be empowered to develop academically, emotionally,

### PHONE INFORMATION

Attendance Line: (815) 423-4108

Fax: (815) 423-5808

First Student Bus Company: (815) 726-0033

Southern Will County Cooperative Office of Special Education (SOWIC): (815) 741-7777

Office Hours: 7:30am – 4:00pm

School Hours: 8:15am-3:00pm

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# Elwood Community Consolidated School District #203

## Vision Statement

Elwood School District #203 is committed to providing an innovative curriculum that motivates and challenges all students to achieve greatness in a globally competitive society.

## Core Values

- E = Excellence: Striving for excellence
- L = Leadership: Leadership throughout school and community
- W = Wisdom: Making wise decisions and choices
- O = Opportunity: Achieve true potential
- O = Outstanding: Outstanding in all we do
- D = Diversity: Acceptance to all

## Policy Statement

Elwood C.C. School District #203 is dedicated to providing an educational atmosphere that promotes attendance, nutritional instruction, wellness, and physical activity. In providing this we aspire to teach our students lifelong lessons that encourage healthy active lifestyles, as well as model healthy behavior. Students' and staff are faced with health issues that are affected by poor dietary habits. It is our hope that by establishing these health habits early we can guide students to prevent chronic health related illness. Staff wellness along with community support, reinforces the lessons learned.

## Elwood Community Consolidated School District #203 Board of Education

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The School Board's comprehensive policy manual is available for public inspection through the District's website [www.elwoodschool.com](http://www.elwoodschool.com), or at the Elwood School main office.

The School Board governs the school district, and is elected by the community. Current School Board members are:

Board of Education Members	Term Expires
Mrs. Margaret Bosonetta – President	2025
Mr. Larry Stasiak – Vice President	2025
Mrs. Jennifer Wedic– Secretary	2025
Mr. Michael Kruchten	2027
Mrs. Karen Duering	2027
Mrs. Nichelle Tomalewicz	2025
Mrs. Vanessa Rossolille	2027

The Board of Education meets the second Tuesday of each month, unless announced otherwise, in the IMC at Elwood School. The meetings begin at 6:00 P.M.

# Elwood School Faculty and Staff

<b>Mr. Tim Page – Superintendent</b>		
<b>Mr. Ryan Rekruciak – Principal</b>		
Katie Smith- SOWIC Administrator		Nicholas Wlodarczyk- Technology Director
Raynae Williams – Bookkeeper		Michelle Burgess – Nurse
Nikki Simmons – District Secretary		Valerie Hall – Principal Secretary
<b>ELEMENTARY</b>  <b>Preschool</b> Linda Bodem  <b>Kindergarten</b> April Flaws Kristina Corcoran  <b>1<sup>st</sup> Grade</b> Katie Fields Megan Pawluk  <b>2<sup>nd</sup> Grade</b> Lauren Maver Katie Trafton  <b>3<sup>rd</sup> Grade</b> Sandra DeMaso Ashleigh Wooldridge  <b>4<sup>th</sup> Grade</b> Jennifer Bauer Billy LeBeau  <b>5<sup>th</sup> Grade</b> Emily Kuypers Carol Rinke  <b>Reading Interventionist</b> Melissa Kraus ( K-4) Christine Dooley ( 5-8)  <b>Math Interventionist</b> Theresa Walsh( K-4) Tami Hugunin ( 5-8)	<b>JR. HIGH</b>  <b>Language Arts</b> Catriona Lynch Stacy Ruzich  <b>Mathematics</b> Karen Ditzler Christy Forsythe  <b>Science</b> Kari Rea  <b>Social Studies</b> Theresa Rompala  <b>SPECIALS</b> James Dooley- Music, Choir, & Band Chris Majack-Art Mary Mangun-IMC/Tech Steve Maver- P.E.  <b>CUSTODIAL</b> Eric Moon Kandice Carreno Jeff Viol Jen Viol  <b>Psychologist</b> Rachel Belair  <b>Occupational Therapist</b> Debbie Bisailon	<b>SPED Teachers</b> Megan Sanders Katie Smith Brett Foley Kristen Bilbruck  <b>Social Worker</b> TBD  <b>Aides</b> Jennifer Cabriaes Missy Frey (A.D) Lisa Kavanuagh Jaycie Tallon  <b>Speech Pathologist</b> Angela Groenewold  <b>ESL/ELL</b> Laura Willis  <b>Permanent Sub Teacher</b> Tricia Maas  <b>Café/Recess</b> Dana Butt Kelly Conroy Tina Fanning Michelle Walsh Dana Zumpf  <b>Crossing Guards</b> Dana Butt Kelly Conroy Tina Fanning



# Elwood School Calendar 2023-2024---- FINAL

July 2023								August 2023								September 2023							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
						1	0			1	2	3	4	5	0						SIP	2	1
2	3	H	5	6	7	8	0	6	7	8	9	10	11	12	0	3	H	5	6	7	8	9	4
9	10	11	12	13	14	15	0	13	TI	TI	16	17	18	19	3	10	11	12	13	14	15	16	5
16	17	18	19	20	21	22	0	20	21	22	23	24	25	26	5	17	18	19	20	21	22	23	5
23	24	25	26	27	28	29	0	27	28	29	30	31			4	24	25	26	27	28	29	30	5
30	31																						
Total							0	Total							12	Total							20
October 2023								November 2023								December 2023							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
1	2	3	4	5	SIP	7	5				1	2	3	4	3						SIP	2	1
8	H	10	11	12	13	14	4	5	6	7	8	9	10	11	5	3	4	5	6	7	8	9	5
15	16	17	18	19	20	21	5	12	13	14	15	16	17	18	5	10	11	12	13	14	15	16	5
22	23	24	25	26	27	28	5	19	PT	PT 1/2	NIA	H	NIA	25	2	17	18	19	20	21	NIA	23	4
29	30	31					2	26	27	28	29	30			4	24	H	NIA	NIA	NIA	NIA	30	
																31							
Total							21	Total							19	Total							15
January 2024								February 2024								March 2024							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
		H	NIA	NIA	NIA	NIA	6					1	SIP	3	2						SIP	2	1
7	TI	9	10	11	12	13	4	4	5	6	7	8	9	10	5	3	4	5	6	7	8	9	5
14	H	16	17	18	19	20	4	11	12	13	14	15	16	17	5	10	11	12	13	14	15	16	5
21	22	23	24	25	26	27	5	18	H	20	21	22	23	24	4	17	18	19	20	21	NIA	23	4
28	29	30	31				3	25	26	27	28	29			4	24	NIA	NIA	NIA	NIA	NIA		
																H							
Total							16	Total							20	Total							15
April 2024								May 2024								June 2024							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
	NIA	2	3	4	SIP	6	4				1	2	3	4	3							1	0
7	8	9	10	11	12	13	5	5	6	7	8	9	10	11	5	2	3	4	5	6	7	8	0
14	15	16	17	18	19	20	5	12	13	14	15	16	17	18	5	9	10	11	12	13	14	15	0
21	22	23	24	25	26	27	5	19	20	21	22	SIP	24	25	4	16	17	18	H	20	21	22	0
28	29	30					2	26	H	28	29	30	31		0	23	24	25	26	27	28	29	0
																30							0
Total							21	Total							17	Total							
Pupil Attendance Days (at least 174)								LEGAL PUBLIC SCHOOL HOLIDAYS								CALENDAR LEGEND							
								Labor Day								Legal School Holiday							
								Sept 4								Institutes							
Approved Institute Days (Limit of 4 Days).....								Oct 9								Not in Attendance							
								Nov 10*								Full-Day P/T Conference							
Approved All Day Parent/Teacher								Nov 23								End of Grading Period							
Conference Days (Limit of 2 Days).....								Dec 25								SIP 1/2 Day							
								Jan 1								Early Dismissal - 1:30							
5 Emergency Days.....								Jan 15								Emergency Days - 5							
								Feb 19															
Total (185 days or more)								Mar 4*															
(Including Emergency Days).....								May 27															
Total: 185								June 19															
Board Approved TBD																							



# Registration Requirements

GRADE	EXPECTATION	Timing
<b>EVERY STUDENT</b>	<ul style="list-style-type: none"> <li>Residency Verification – Scan or Copy</li> <li>Tuition Payment</li> <li>Emergency Contact – Teacher Ease</li> <li>Health Information Form</li> <li>Authorization forms (pictures, handbook)</li> </ul>	Every Year
<b>PRE K</b>	<ul style="list-style-type: none"> <li>Birth Certificate</li> <li>Physical with State required vaccinations</li> </ul>	In Office registration
<b>KINDERGARTEN</b>	<ul style="list-style-type: none"> <li>Birth Certificate – Copy</li> <li>Physical with State required vaccinations</li> <li>Dental Exam, by dentist</li> <li>Eye Exam, by authorized optometrist</li> </ul>	In Office registration
<b>1<sup>ST</sup></b>	<ul style="list-style-type: none"> <li>Every Student Forms listed above</li> </ul>	Online
<b>2<sup>ND</sup></b>	<ul style="list-style-type: none"> <li>Dental Exam</li> </ul>	Online
<b>3<sup>RD</sup></b>	<ul style="list-style-type: none"> <li>Every Student Forms listed above</li> </ul>	Online
<b>4<sup>TH</sup></b>	<ul style="list-style-type: none"> <li>Every Student Forms listed above</li> </ul>	Online
<b>5<sup>TH</sup></b>	<ul style="list-style-type: none"> <li>Sports Physical (if participating)</li> </ul>	Online
<b>6<sup>TH</sup></b>	<ul style="list-style-type: none"> <li>1:1 and Computer Authorization, yearly</li> <li>Physical with Immunizations</li> <li>Dental Exam</li> </ul>	Online
<b>7<sup>TH</sup></b>	<ul style="list-style-type: none"> <li>1:1 and Computer Authorization, yearly</li> <li>Sports Physical (if participating)</li> </ul>	Online
<b>8<sup>TH</sup></b>	<ul style="list-style-type: none"> <li>1:1 and Computer Authorization, yearly</li> <li>Sports Physical (if participating)</li> </ul>	Online
<b>NEW STUDENT</b>	<ul style="list-style-type: none"> <li>Birth Certificate</li> <li>Student Transfer form</li> <li>Release of Student Records</li> <li>Physical with State required vaccinations</li> <li>Dental Exam, by dentist</li> <li>Eye Exam, by authorized optometrist</li> <li>Health Information Form</li> <li>1:1 and Computer Authorization, yearly</li> <li>Authorization forms (pictures, handbook)</li> </ul>	In Office Registration
<b>EXCLUSION CRITERIA</b>	<p><b>IL state guidelines currently enforce an October 15th exclusion date</b>, this means your student will not be allowed to attend school if proper health paperwork is not provided:</p> <p>(5) If a child does not submit proof of having had either the health examination or the immunization as required, then the child shall be examined or receive the immunization, as the case may be, and present proof by <b>October 15</b> of the current school year, or by an earlier date of the current school year established by a school district.</p> <p>The full legislation can be read here: <a href="https://www.ilga.gov/legislation/ilcs/documents/010500050k27-8.1.htm">https://www.ilga.gov/legislation/ilcs/documents/010500050k27-8.1.htm</a></p>	

# Chapter 1: INFORMATION & GENERAL NOTICES

## School Board Policy

The School Board Policy Manual is available for review in the Elwood School Office, or at our school website:

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

## Visitors

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. **Anyone wishing to visit a classroom must have prior approval from the classroom teacher or principal.**

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. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.

13. 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.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Cross Reference:

PRESS 8:30, *Visitors to and Conduct on School Property*

## Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Elwood principal.

## Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## Animals on School Property

In order to ensure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## Building Security

Elwood School has a designated entrance at the front of the school between the two flagpoles. After school is in session each day, admission to the building is available only through the main office.

Students are to remain in the building and on the school grounds continuously from the time of reporting on grounds to the time of dismissal for the day. Parents must provide transportation for students that are staying after school for an event that doesn't begin immediately after school unless alternate arrangements have been previously established with a supervisor. Students attempting to stay after school without supervision will be asked to call for a ride home. Coaches will not supervise students after school that are not part of an Elwood team or activity. Therefore, please make alternate arrangements for younger siblings if their older siblings are staying for an athletic or extracurricular activity.

## Recess

The decision to have outdoor recess depends on such factors as precipitation amounts, temperature, wind-chill factors, and the general condition of the playground (i.e. ice/water covered). Students should always dress in a manner to

prepare for outdoor recess. Students will have supervised recess time indoors when the weather prevents outdoor recess. In general, if the air temperature, including wind chill, is above 20 degrees, recess will be held outdoors. If your child is to remain in the building during recess while recuperating from illness, please submit this request and the reasons why in a note to the teacher. If a special medical circumstance exists which necessitates that your child remain indoors for more than two days, please provide a note from your family physician stating the reasons and time duration. Any student not participating in PE class due to illness will not be allowed to participate in recess.

## School Volunteers

We appreciate the donation of time and talent that volunteers provide to benefit the students at Elwood School. All visitors to the building, even volunteers, must sign in at the office to indicate their presence among our staff and students. Volunteers are required to fill out a background check form with the office at least 48 hours in advance. As a volunteer, people are counting on you. If you cannot keep your scheduled commitment, please call before school begins on a given day to inform the teacher. Although we love children, we can't adequately provide supervision for toddlers while you give your full attention to your volunteer work. Please make other arrangements for younger siblings unless you are simply picking up projects to complete for teachers at your home. If you are interested in volunteering at Elwood School, please contact your child's teacher.

## Parent Organizations

The Elwood School District works closely with two parent organizations: PTO and Athletic Boosters. Elwood School is proud of their parent organizations that have done much to promote the understanding of our school's mission. Their close cooperation with the Board of Education, the administration, and the teaching staff has made them an important part of the educational life of this community. Please help support these organizations' efforts as they strive to provide enriching opportunities for all Elwood students.

## Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed.

## Wellness Policy

Elwood CCSD as a participant in the National School Lunch Program or the School Breakfast Program is required to develop and implement a wellness policy as established by the Child Nutrition and WIC Reauthorization Act of 2004, and more recently by the Healthy, Hunger-Free Kids Act of 2010.

Elwood CCSD policy will address and include:

1. goals for nutrition education
2. goals for physical activity
3. nutrition guidelines for all foods available at school; this includes snacks, parties and events
4. goals for other school-based activities designed to promote student wellness, including issues related to attendance
5. plans for evaluating implementation of the policy

## Goals for Nutritional Education

1. Elwood CCSD students Pre K – 8<sup>th</sup> grades receive nutritional education that is interactive and teaches the skills needed to encourage healthy eating behaviors, and promote lifelong wellness.
2. Elwood CCSD students receive consistent nutritional messages throughout school, classrooms, cafeteria, home, the community, and media.
3. Elwood CCSD encourages teachers, parents, school administrators, students, food service professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in the school, as well as at home.

4. Elwood CCSD encourages opportunities for ongoing training and development in areas of nutritional education for staff.

### Goals for Physical Education

1. Elwood CCSD will provide students regular physical education of 125 minutes/week for elementary and 200 minutes/week for middle school students for the entire school year.
2. Elwood CCSD will utilize a comprehensive activity program for students incorporating a variety of activities including: physical education, recess, afterschool programs, sports and health education.
3. Elwood CCSD will meet Illinois State Board of Educational standards for Physical Education and Health.
4. Elwood CCSD encourages opportunities for ongoing training and development in areas of physical education for staff.

### Nutritional Guidelines for all Foods Available at School; including:

1. Breakfast and/or Lunches – shall meet, at a minimum, the nutritional requirements and regulations for the National School Lunch Program.
2. Snacks
  - Elwood CCSD will be permitting snack time in grades Kindergarten to 2nd grade, pending teacher discretion. Teachers will assess if and when to offer snacks based on timing of school meals, nutritional needs, children's ages, and other considerations.
  - Elwood CCSD will utilize an approved snack list for TEAL classrooms, if your student is in a TEAL classroom you will be notified at the beginning of the school year and given an approved snack list.
  - Parents will be aware of all food given in school that is not provided from home or our cafeteria at least 2 days in advance and a permission slip will be filled out or the student will not be allowed to participate
3. Celebrations
  - Birthdays – Elwood School will be utilizing a NO FOOD birthday celebration policy. Children will be allowed to celebrate birthdays, but passing out food treats such as cupcakes or cookies will no longer be permitted. If food is brought in, parents will be called requesting item pickup, or it will be sent home with the student at the end of the school day.

Approved Birthday celebrations include:

- Donating a book to the child's class or school library
- Donating a game to the child's class
- Pencil, bookmark, eraser, or other supply that the students can use.
- Holiday party snacks will be provided by the PTA using the approved snack list:

Fruit	Applesauce	Pretzels
Vegetables	Raisins	Crackers
Yogurt	Water and sugar free drinks	Cereal (cheerios only)
Cheese	Rice Crispy Treats	Soft Cereal Bars

4. Fundraisers – will meet the USDA Nutritional Standards for all foods sold on the school campus.

### Other School-Based Activities Designed to Promote Student Wellness

1. Elwood CCSD teachers and students will continue to support the efforts of the Elwood Children's garden, as an educational learning tool for our student body.
2. Elwood CCSD will encourage school attendance, with an attendance protocol, to assist teachers, students and parents, should a student's attendance raise concern.

3. Elwood CCSD highly values the health and well-being of every employee and will offer activities that support personal efforts, by employees, to maintain a healthy lifestyle.

### Plans for Evaluating the Wellness Policy

The Superintendent and/or Principal in collaboration with the Wellness Committee will periodically present data/reports to the Board of Directors concerning the implementation of the wellness policy. The data/report will include but not be limited to:

1. The activities and meeting minutes will be posted on the Elwood CCSD web site,
2. Evidence of the school district's compliance with the wellness policy, as per an annual evaluation,
3. Evidence of the policy endeavors to school wellness initiatives, as per student activities planned.
4. Progress made, as evidenced by positive attendance data collected.

### Community involvement in Wellness Policy

The Superintendent and or Principal will invite written suggestions and comments concerning the development, implementation, and improvement to the local school wellness policy. Written comments can be forwarded to the Health Office labeled Wellness, or emailed to the school nurse. Subject: Wellness. This information will then be forwarded to the committee for review.

### Faith's Law Information

A resource guide will be made available in the ISBE website no later than July 1, 2023. You can access this resource guide by navigating to [www.isbe.net](http://www.isbe.net) and searching for "Faith's Law Resource Guide". You may also go to the Elwood School Website at [www.elwoodschool.com](http://www.elwoodschool.com) and click on the link under Student Services.

### Emergency Closings

In an effort to provide for the safety of your child at all times, the Elwood Community Consolidated School District #203 has developed a plan for emergency school closings. The primary goal of this plan is to inform parents that school is closed or that there will be a late start or early dismissal due to inclement weather or other emergency.

### Inclement Weather

In the event school will not be in session due to inclement weather, etc., it will be posted on our website at [www.elwoodschool.com](http://www.elwoodschool.com), and communicated through our automated emergency call system.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If school is closed, or dismisses early, for an emergency, all after-school functions are automatically cancelled unless otherwise noted.

### Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## Suicide and Depression Awareness and Prevention

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office. If you are concerned that your student may be struggling with thoughts of suicide or depression, please contact our school social worker or the building principal at (815) 423-5588 to share your concerns.

## E-Learning Plan

The purpose of an Emergency E-Learning Day is to provide a continuum of learning for all students. Teachers will use Google Classroom and choice boards to provide students with relevant, meaningful, and manageable work that students can complete when school is cancelled.

### Goals of E- Learning

1. To minimize disruption to the academic progress caused by emergency school closures and to make those out-of-school days as educationally productive and engaging as possible;
2. To allow students an opportunity to use some online learning;
3. To demonstrate that learning can happen anytime and anywhere;
4. To encourage students to take some ownership of their own learning by giving opportunities in character growth of self-sufficiency, adaptability and perseverance.

### School Calendar pertaining to E- Learning

The Board of Education will adopt a school calendar that includes five (5) emergency days at the end of the calendar. If an E-Learning Day is necessary, it will be considered a regular school day and will not have to be made-up as an emergency day. The emergency days at the end of the calendar will be used if school must be called off and an E-Learning Day is not utilized.

### Communication pertaining to E- Learning

The announcement of an E-Learning Day will be made as soon as possible, but no later than 5:30 a.m. the morning of the emergency. The announcement will be made through the standard modes of communication used by the school district including text messaging, robo calls, webpage updates, and social media.

### Attendance pertaining to E-Learning

Student attendance will be taken daily in the following way:

1. All students will use their google account to log into Teacher Ease to mark them present for the day. Primary students may have their parents use their google account to do this for them.

Teachers will post attendance procedures and assignments for students by 9:00 a.m. the morning of an E-Learning Day and students will complete the assigned work for each of their classes. Students will be expected to be accounted in attendance sometime between 9:00 a.m. to 11:00 a.m. each E-Learning Day. Teachers will have three (3) days following an E-Learning Day to update individual student attendance records based on student completion of assignment activities. Thus, giving students three (3) days after an E-Learning Day to complete their assigned activity. In the event of unforeseen circumstances, students will consult with their teachers to develop a plan to complete the assignments.

### Expectations for Students pertaining to E-Learning

1. Students will log in through their google account to Teacher Ease and mark themselves in attendance. If this is a primary age student, parents will use their child's google account to complete this attendance task.



2. Students will complete the assignments for each class period posted on their specific grade level electronic platform.
3. Students will communicate with their teacher about any unforeseen circumstances that occurred on the E-Learning Day that prevented them from following our directions.

#### Special Education pertaining to E-Learning

For those students who require special accommodations to meet their individual needs, teachers will work very closely with special needs staff, support staff, and students and their families to ensure their assignments reflect both individual education plans and expected learning objectives for the class.

#### Technology Support pertaining to E- Learning

Technology support will be available for students and staff on E-Learning Days. Students and staff will submit a tech ticket for support as they would on a regular school attendance day.

#### Roles/Responsibilities of Employee Groups on an E-Learning Day

1. Certified Staff under the Collective Bargaining Agreement will be responsible for being available from 9:00 a.m. until 2:00 p.m. each E-Learning Day to respond to student and/or parent questions about the assigned activities.
2. Non-certified staff will be given an assignment from their direct supervisor that may include GCN and web-based professional development.

#### Transition Plan pertaining to E- Learning

For those closure times that are longer than a regular school week or five days, the district will implement various transition protocol. Based on the length of time the district is closed this protocol may include the following:

1. A planning day for staff to enter the building and plan for the return of students before students return.
2. If at all possible, the social worker will visit each classroom on the day the students return to discuss with the class the purpose of the closure and to facilitate a conversation with the class for their emotional well-being. Questions posed by the students will be responded to by the social worker with the classroom teacher in the classroom to support the social worker.
3. The classroom teachers and support staff will give the students many opportunities during this first day back to the regular routine of their typical school day to work together on various academic and/or social/emotional activities to support student involvement and engagement with other peers.
4. All activities assigned during the closure will be reviewed by the teacher and returned with feedback to the student in a timely manner after school is back in regular session. Some of the activities assigned online may be returned with feedback during the closure.
5. The teacher will review with the students the classroom expectations as agreed upon at the beginning of the year. The purpose of this review is to refresh this for students and not assume they remember what was agreed upon at the beginning of the year. This protocol would be implemented for those long extended closure times.

## **Chapter 2: Attendance & Promotion**

Illinois law requires that whomever 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 whomever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall ensure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, or have a religious reason requiring absence.

## Attendance Expectations

1. Parent to call attendance line at (815) 423-4108 prior to 9:00 a.m. with your student's name, teacher, reason for the absence and the phone number you can be reached at for questions.
2. You may email your student's teacher, but not in place of calling the attendance line.
3. Parents of students who are absent without notice will receive a wellness check call which may also be made to those on the student's emergency contact list.
4. Student is responsible for all missed school work. Students in 5-8<sup>th</sup> grade are required to email teachers.
5. Student must be present for the majority of the day to participate in any extra-curricular activities.
6. If Student is sent home during the school day, the student is not to return for extra-curricular activities.

## Excused Absence

An excused absence from school permits the student to make up missed assignments. Students are to complete missed schoolwork within the number of days absent (i.e., a student absent two days will have two attendance days to complete the work upon his/her return to school). However, any work obtained prior to any absence is due upon the student's return to school. Failure to do so may result in loss of academic credit. Based on 105 ILCS 5/26-2a of the Illinois School Code, valid causes for an excused absence include the following:

1. Personal illnesses or physical disability. Each request will be dealt with individually. After the accumulation of three absences, a student will be required to show documentation by a doctor for each subsequent absence.
2. Medical and dental appointments. Upon return, student should provide the school nurse with an appointment card or receipt from the doctor.
3. Serious illness or death in the immediate family.
4. Court appearances. Student must present a statement from the court showing appearance.
5. Up to 5 mental health days as defined by Illinois Statute.
6. Others as determined by the building administration. Any absences not excused by the building administrator will be considered unexcused and interpreted as truancy.
7. Public Middle School Students will receive one day long absent per school year for civic events.

## Unexcused Absence

Any student who is absent without a valid cause from such attendance for a school day or portion thereof will be considered truant and, therefore, unexcused.

1. Truancy (willful absence from school without proper parental and/or school consent).
2. Oversleeping.
3. Missing the bus or ride to school.
4. After 10 absences, each subsequent absence will be considered unexcused unless proper documentation is provided. This documentation may include a physician's note or court appointment documentation.

This list is not all-inclusive. Any exception to this list will be considered by the building administrator. After three (3) consecutive absences, a student will be required to have a medical note from a doctor in order for the absence to be excused. Once requested, failure to produce a note will result in an unexcused absence. A doctor's note must state the nature of the illness and the specific days absent from school. The district school nurse monitors the situation.

## Vacations

The administration and faculty discourage vacations during the school year and do not give approval in cases of requests. Parents and the student assume responsibility for any such absence, which is considered unexcused. Students are expected to notify the teacher prior to and upon returning from any unexcused absence for vacation in order to complete any assignments missed during the absence.

## Truancy

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 district.

Students who miss more than 9 days (5%) excused or 18 days (10%) excused or unexcused of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. These supports may include phone calls home, parent meetings, and parent/student attendance training, among other things.

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

1. Referral to the truancy officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to the State's Attorney
4. Appropriate school discipline
5. Meeting with the Attendance team and parents

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

District #203 considers a student to be truant when student is absent without a valid cause for a school day or portion thereof.

## Arrival & Dismissal

Students should not arrive at Elwood School prior to 8:00 A.M. Supervision will not be available before this time. Students who are engaged in a school activity or have prior written permission from a staff member are exempt from this. Students who are not in their classrooms by 8:15 A.M., without a valid cause, will be considered tardy. Regular student dismissal will be at 3:00 P.M. In the case of a bus arriving late to school, students will not be counted tardy.

## Make-Up Work

If a student is absent or suspended, student will be permitted to make up any missed work, including homework and assessments. The student will be permitted the same number of attendance days as student was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

## Individual Early Dismissal/Late Arrival

A written request should be presented to your teacher, who will send it to the office at the beginning of the day. The adult picking up a student for an early dismissal **must sign the student out of the school office and, if returning, sign the student back in.** Students must enter/leave through the main entrance during the school day.

If you arrive at school after 8:15 a.m., you must report to the office through the main office door **with an adult** to sign you in or with a note in hand explaining why you are tardy.

The office will issue you a tardy pass. If you arrive with neither an adult nor a note, you will need to bring a note the next day. We appreciate every effort being made by our families to ensure all Tigers arrive at school on time.

## Change in End of Day Transportation

A written request should be presented to your teacher, who will send it to the office at the beginning of the day of any transportation changes. If there is a change to transportation based on predicted weather, this should be determined prior to your student's arrival at school. In case of an **EMERGENCY**, all phone calls to the school office need to be received no later than 2:30 p.m. for that change in transportation to be communicated to students and teachers.

## Release Time for Religious Instruction & Observance

A student will 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 a district administrator at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any assessment, study, or work requirement.

## Home and Hospital Instruction

A student who is absent or whose physician anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

## Grading & Promotion

School report cards are issued to students on a trimester basis. For questions regarding grades, please contact the classroom teacher. Standards based report cards will be given to kindergarten through fifth grade students. Sixth and seventh grade students will have a hybrid report card that includes both a traditional percentage score and a standards-based portion.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, and other assessments. A student will not be promoted based upon age or any other social reason not related to academic performance. Any student who has a final failing grade may be required to attend summer school and/or be retained. All students are required to pass five out of five of their academic courses to be eligible for promotion.

Conferences will be held with parents/guardians of students who face the possibility of grade retention. At the end of the school year, a decision will be made on whether the student has met grade standards. The school office will notify the parent if their child did not meet the requirements for promotion.

## Grading & Instruction

### 6<sup>th</sup> – 8<sup>th</sup> Grade Percentages

100% - 90% A

89% - 80% B

79% - 70% C

69% - 60% D

59% - 0% F

### K-8 Standards

4 - Exceeds

3 - Meets

2 - Approaching

1 – Below

## Board Scholar, High Honor Roll & Honor Roll

Grade Point Averages (GPAs) will be computed each quarter in grades 6-8 to determine students that earn special recognition for academic achievement.

1. **Honor Roll** --All students in grades 6-8 with a GPA of 3.0-3.499 as well as receiving no less than a "C" will earn Honor Roll recognition.
2. **High Honor Roll** – All students in grades 6-8 with a GPA of 3.5 – 3.99 as well receiving no less than a "C" will earn High Honor Roll recognition.
3. **Board Scholar**—All students in grade 6-8 that earn a 4.0 GPA or higher will be recognized as Board Scholars.  
(Note: Grade Point Averages will not round up.)

## Academic Awards for 3<sup>rd</sup> -5<sup>th</sup> Grades

In an effort to align awards meaningfully with standards-based report cards, students in 3rd-5th grades will earn academic recognition at three different levels as described below:

1. **Bronze Level Achievement**--Students have met or exceeded 70% of assessed standards for the quarter
2. **Silver Level Achievement**--Students have met or exceeded 80% of assessed standards for the quarter
3. **Gold Level Achievement**--Students have met or exceeded 90% of assessed standards for the quarter

## Homework

Homework is part of the District's instruction program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Principal shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills.
2. Is not assigned for disciplinary purposes.
3. Serves as a communication link between the school and parents/guardians.
4. Encourages independent thought, self-direction, and self-discipline.
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best judgment.

(Cross-reference: Elwood Community Consolidated School District #203 Policy 6:290, Instruction)

## Online Grades

Parents/guardians have the opportunity to view student academic and attendance information online through the TeacherEase program. Parents/guardians are provided access to this program via a password and username. The password and usernames are distributed to parents and students. These passwords should remain confidential. If you misplace your password or need assistance in setting up or accessing a TeacherEase account, please contact the school office.

## Academic Honesty

Academic honesty is a core value in Elwood Community Consolidated School District #203. If a student submits work or parts of work that are not their own, they have not shown that they can demonstrate the curriculum expectations. Plagiarism is the theft of intellectual property and is treated with utmost seriousness. If you find that you require assistance in order to complete the assignment properly, see your teacher well in advance of the due date. Your teacher can help you establish a reasonable timeline to complete an assignment and/or strategies to do your research and write your final submission. When you do research, you must cite all sources.

## Library

Students are responsible for all library materials they check out. If the materials are lost, not returned, or damaged beyond repair, the student, parent, or legal guardian is required to pay to replace the materials. If restitution is not made for lost or damaged materials, this may result in a suspension of library privileges. Responsible library use will keep our library collection intact for current and future District #203 students.

## Physical Education

Every student will be required to actively participate in physical education class unless excused by a physician. Student responsibilities related to this course are as follows:

### **Uniform Requirements**

1. Clean gym shoes with no black soles to be worn for PE only.
2. All shoes must be laced completely and tied.
3. Velcro closures are recommended for children in grades K, 1, and 2.
4. Clean socks.
5. No jewelry of any kind, with the exception of religious or medical medals, may be worn during PE class.
6. Junior High students (grades 6-8) will need to purchase a uniform available through the Elwood School PE department.
7. Junior High students will need to purchase a SCHOOL ISSUED lock. Locks will be made available for purchase in the Elwood School office.
8. Wear proper supportive undergarments.
9. Gym bag (not paper bags or lightweight plastic bags).
10. It is the student's responsibility to have his/her uniform washed at least weekly.
11. Students should have and apply deodorant after participating in P.E. class.

All equipment, except for socks, must be identified with the student's first and last name written in permanent marker.

**Grades 1 – 5:** Gym shoes for PE identified with the student's first and last name in permanent marker.

Please provide written notification to the health office and PE instructor of any conditions that may limit your child's participation or performance in Physical Education class.

## **Chapter 3: Student Fees & Meal Costs**

### Waiver of Fees

The School Code of Illinois grants school districts the right to purchase textbooks and rent them to students. Accordingly, the District will charge a textbook rental fee for all grades. The School Board will set the amount of this fee annually. By fulfilling the duties of a Board of Education, it is recognized that there are situations in which a parent/guardian cannot pay for books and fees in order to send their children to school. In recognition of this, the Board of Education will waive book fee costs, when requested by the responsible parent/guardian, providing the family qualifies financially under the guidelines established for free lunch under the National School Lunch Program as promulgated by the Illinois State Board of Education. For a Waiver, please go to: <http://www.elwoodschool.com/food-services/documents/waiverapplication 20145-15.pdf>. Fines for loss or damaged school property are waived to students who meet the certain eligibility guidelines.

### School Fees

**Half-Day Kindergarten-** \$55

**Kindergarten – 5<sup>th</sup> Grade-** \$100

**6<sup>th</sup> – 8<sup>th</sup> Grade-** \$140

## Breakfast and Lunch Programs

Breakfast is served daily. Breakfast can be purchased for \$1.60. Milk only or extra milk can be purchased for \$0.60 each.

Lunch is served daily except for days that have an 11:30 A.M. or earlier dismissal.

A student may bring a sack lunch from home or may purchase a school lunch for \$3.10. Milk only or extra milk can be purchased for \$0.60 each. Elwood School will also offer a variety of a la carte items with the purchase of a school lunch. Monthly menus are available online and applications for free/reduced price lunches are available online and in the main office.

## **Chapter 4: Transportation & Parking**

### Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year. **Students are not permitted to ride a bus other than the bus to which they are assigned.** The District Principal must approve exceptions if a student is to be dropped off at a stop that is not assigned to the student.

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

Parents will be informed of inappropriate behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive three (3) minutes prior to bus pick-up 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 a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.



7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

## Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Violating any school rule or school district policy.
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 building principal 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.

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.

\* Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact:

*First Student Bus Company (815) 726-0033.*

## Parking

The school has locations available on the North, East, and South lots for school visitor parking.

Those dropping off and picking up children may do so at the main entrance between 8:00 a.m. and 3:00 p.m. During morning drop-off, please do not sit idle in the drop off lane. This action is dangerous to students and you will be asked to move.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Vehicles located in these locations may be ticketed and/or towed by the police.

It is against the law in the State of Illinois to use a cell phone or tobacco products on school property. Please refrain from texting, calling, or smoking while dropping off and picking up your students.

## Crossing Guard

An adult crossing guard will be available for students before and after school at the crossing of Chicago Avenue and East Bush Drive. For the safety of our students, anyone crossing Chicago Avenue near the school will be required to use the crossing guard both before and after school. An additional crossing guard will be stationed at each of the following locations: the intersection of Chicago Avenue and Mississippi; the intersection of Chicago Avenue and Diagonal Road. Students should not cross the street at dismissal without the assistance of one of the crossing guards. Students riding bicycles to/from school will be asked to walk their bicycles while crossing.

## **Chapter 5: Health & Safety**

### Health Services

The Elwood School Nurse's office is located in the Elwood School Main Office. The nurse is responsible for the student immunization and health records, general first aid, some health related 504s, and the promotion of general good health. The following services are provided:

1. **Illness**: Students who get sick at school may be sent home after contacting the parent/guardian or the emergency contact.
2. **Vision**: Students will be screened in grades preschool, kindergarten, second and eighth, all special education classes, transfers and referrals by teachers. 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 examination has been administered within the previous twelve months.
3. **Hearing**: Students will be screened in grades preschool, kindergarten, first, second, and third, all special education classes, transfers and referrals by teachers. In cases of known hearing loss, a copy of the audio logical evaluation by an audiologist within the previous 12 months is requested in the school health office.

The School Nurse is available to confer with you about the health of your child. To contact the nurse, call the Elwood School Health Office (815) 423-4101.

Please keep us informed of any changes in your emergency contacts, telephone numbers, and your child's medical situation, including changes to medications.

### School Health

#### **KEEP YOUR STUDENT HOME IF THEY HAVE:**

1. A fever of 100 or above, or have had one in the last 24 hours
2. Vomited or had diarrhea in the last 24 hours
3. A cough that is not well controlled
4. An ear ache
5. Bad sore throat
6. if you want to send throat lozenges, please send a note with them in a bag giving your permission
7. Red or itchy eyes

#### **24 hour Rule:**

1. **Fever**-Keep your student home until the fever is gone without medication for 24 hours.
2. **Vomiting or Diarrhea**-Keep your student home for 24 hours after the last time student vomited or had diarrhea.
3. **Antibiotics**-Keep your student home until 24 hours after the first does of antibiotic treatment for ear infection or strep throat.

## Health Requirements

It is expected that all health paperwork is handed in prior to start of the school year. If the paperwork is not submitted by October 15<sup>th</sup> your student will be subject to exclusion from school.

### Required Health Examinations and Immunizations

1. **Physical Exams** are required for **pre-k, kindergarten, and 6<sup>th</sup> grade, and students who are enrolling in an IL School for the first time.**
2. **Dental exams** are required for **kindergarten, 2<sup>nd</sup> grade, and 6<sup>th</sup> grade students**
3. **Vision Exams** are required for **kindergarten students**
4. **Sports physicals** are required **prior to playing any sport (including tryouts)**
  - a. When a student gets a school physical in 6<sup>th</sup> grade there is an option for the doctor to check a box that says it is okay for the student to play interscholastic sports- this covers 6<sup>th</sup> grade students for sports
5. **Health information form:** this is a form that is filled out during registration. It is kept in a binder and brought outside with the nurse during emergencies. When the computer systems are down or not available, this is the form the nurse will use. Please fill it out completely
6. **All Transfers from IL:** Records will be obtained from previous school. Missing medical records will be the parent/guardian responsibility to obtain.
7. **All Transfers from out-of-state:** Forms need to be submitted within 30 days of enrollment. Missing medical records will be the parent/guardian responsibility to obtain.

### **Doctors notes and excuses:**

1. If your student has been out for more than 3 days, a doctor's note should be provided to the school or the absences are unexcused
2. A parent note can excuse a child for 2 days of PE, after 2 days a doctor's note is required
3. After 15 absences, all absences are unexcused without a doctor's note

### **Exemptions**

A student will be exempt from the above requirements on the basis of medical grounds, religious grounds, or extreme circumstances. Medical and religious exemptions must be signed by a doctor. If your family is under circumstances where you do not have access to medical care, please call the school nurse.

## Student Medication

### **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 (over the counter or prescriptions) 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" that is signed by a physician.** If the form is not signed by a medical provider and parent, the parent must come into school to administer the medication. This form must be completed every school year.

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.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **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.

### **Suggestions from the School Nurse**

1. **Sleep:** Sleep is needed to rebuild the child's body. Children of kindergarten age need ten to twelve hours of sleep each day.
2. **Nutrition:** Children need food to grow and learn. The brain needs to glucose to function. Breakfast and lunch are served at the school. Free and reduced meals are available. If you would like to apply for free and reduced meals please contact the main office.
3. **Cleanliness:** Cleanliness is basic to good health. Daily bathing, hand washing before meals and after toilet use, shampoo, and brushing of the teeth will protect your child against the danger of many diseases. If your student

is visibly soiled or has a strong body odor they will be asked to change clothing and clean themselves with soap and water. If another set of clothing is not available, the parent/guardian will be expected to bring in a new set of clothing within an hour.

### Head Lice

1. The school will observe the following procedures regarding head lice.
2. Parents are required to notify the school nurse if they suspect their child has head lice.
3. Infested students will be sent home following notification of the parent or guardian.
4. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
5. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

### Guidance and Counseling

The school provides guidance and counseling program for students. The school's social worker is available to those students who require additional assistance.

### Safety Drill Procedures and Conduct

Safety drills as directed by the Will County Regional Office of Education will occur at times established by the principal with the cooperation of the Elwood Police and Fire Departments. 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) fire evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. A warning to the students may not always precede drills.

## **Chapter 6: Discipline and Conduct**

### General Building Conduct

Students are expected to behave in an orderly and appropriate manner with respect for the rules and regulations of our school district. Students who choose to behave in an inappropriate manner will be subject to disciplinary measures. Individuals with disabilities will follow the same guidelines in conjunction with their IEP's and/or learning plans.

### Student Consequences

In the event that a student is not responding to the positive reinforcement system, Elwood School has established a set of student consequences. Student consequences may include but are not limited to warnings, parent phone calls, loss of privileges, lunch detentions, detentions, parent conferences, in-school suspensions, and out-of-school suspensions, and in certain circumstances, expulsion by the Board of Education.

### Dress Code / Student Appearance

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

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols **for an appropriate PK-8 learning environment**.
3. Hats, coats, bandanas, sweat bands, and sunglasses may not be worn in the building during the school day.
4. Hairstyles, dress, and accessories that pose a safety hazard are not permitted.
5. Tank tops and/or shirts that expose the armpit to waistline are not allowed. Shoulder straps must be at least 2" wide to insure complete coverage of undergarments. Pants must be worn at the waist at all times.
6. The length of shorts, skirts, dresses, or holes in pants/jeans must extend past the fingertips when arms are at the side.
7. No undergarments should be exposed at any time.
8. Appropriate footwear must be worn at all times. "Wheeled" shoes are prohibited.
9. If there is any doubt about dress and appearance, the principal will make the final decision. Students who are deemed to be wearing inappropriate attire will be given alternative clothing (if available) to wear for the duration of the day. If alternate clothing is unavailable, students will be required to call home for appropriate clothing.
10. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
11. Students are required to leave all backpacks, book bags, briefcases, and any other items administration deems a risk to safety in their locker upon arrival to school. The use of such items are limited to transporting materials to and from school and may not be utilized throughout the day.

## Student Behavior Discipline

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

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 or e-cigarettes.
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, medical cannabis and hashish).
  - 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. The use or possession of medical cannabis, even by a student for whom medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - 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 table or powered 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.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure..
5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, 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 cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used with permission during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. 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.
8. 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, and bullying using a school computer or a school computer network or other comparable conduct.
9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
10. Engaging in teen dating violence.
11. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
12. Entering school property or a school facility without proper authorization.
13. 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.
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 a purpose on school grounds or at any school event unless granted permission by the building principal.
20. 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.

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.

### 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 student; or (b) endanger the health or safety of students, staff, or school property.

### 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. Loss of athletic and/or extracurricular privileges, either temporarily or permanently.

6. Return of property or restitution for lost, stolen or damaged property.
7. In-school suspension.
8. 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.)
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. 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.
14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. 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:

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 and the student's parent/guardian prior to the 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.

### Reconsideration of Practice

Any persons requesting consideration of the use of instructional materials, methods of instruction, basis of student assignments, or other procedures or practices of a teacher on performance of the teacher's duties, co-curricular, shall follow each step as outlined below:

1. Complaint should set up a meeting with the teacher for possible clarification or explanation of said problem.
2. If the complaint omitted step 1, he/she will be redirected by the Principal to fulfill the obligations of step 1 before proceeding.
3. If satisfaction is not received from the teacher's explanation, the person (persons) claiming improper use shall submit the complaint to the Principal in writing and signed by the complainant. A copy of the written criticism shall be delivered to the teacher involved.
4. A meeting within three working days shall follow including the teacher, with a representative of his/her choosing, the author of any criticism, and the Principal of his/her designee. If the complaint involves a student with an IEP, the respective team shall be involved whenever possible as well.
5. If the Complainant is not satisfied with the disposition of the complaint at the Principal's level, the complainant may submit the complaint to the Superintendent. A meeting within (5) working days shall follow involving the Superintendent and the individuals listed in paragraph 4.
6. If the problem is not resolved by steps 1, 2, 3, 4, and 5, and the board of education holds a closed session review of the criticism with the teacher or the teacher requests a review of the criticism with the board, the teacher and the teacher's representative shall be present and be allowed to speak in the defense at such a review.

### Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

**Bullying** includes cyber-bullying (bullying through the use of technology or any electronic communication) 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.

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.

Students are encouraged to immediately report bullying. An anonymous report may be made orally, in writing, or online 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.

#### **Complaint Managers:**

**Mr. Ryan Rekruciak**  
409 N. Chicago Avenue  
Elwood IL 60421  
815-423-5588  
[r.rekruciak@elwoodschool.com](mailto:r.rekruciak@elwoodschool.com)

**Mrs. Katie Smith**  
409 N. Chicago Avenue  
Elwood, IL 60421  
815-423-5588  
[k.smith@elwoodschool.com](mailto:k.smith@elwoodschool.com)

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

#### **Sexual Harassment & Teen Dating Violence Prohibited**

**Sexual Harassment Prohibited:** Sexual harassment of students is prohibited. A person 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:
  - Substantially interfering with a student's educational environment;

- Creating an intimidating, hostile, or offensive educational environment;
- Depriving a student of educational aid, benefits, services, or treatment; or
- 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.

### **Teen Dating Violence Prohibited**

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. For purposes of this policy, the term *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.

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

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, 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.

### **Nondiscrimination Coordinator:**

**Mr. Timothy Page**  
409 N. Chicago Avenue  
Elwood IL 60421  
815-423-5588  
[t.page@elwoodschool.com](mailto:t.page@elwoodschool.com)

### **Complaint Managers:**

**Mr. Ryan Rekruciak**  
409 N. Chicago Avenue  
Elwood IL 60421  
815-423-5588  
[r.rekruciak@elwoodschool.com](mailto:r.rekruciak@elwoodschool.com)

**Elwood's School Social worker**  
409 N. Chicago Avenue  
Elwood, IL 60421  
815-423-5588

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **Cafeteria Rules**

1. Students shall walk to lunch and shall be orderly and quiet during lunch.
2. Trays shall be stacked neatly. No food shall leave the cafeteria.
3. Loud talking, yelling, screaming, and other disruptions are prohibited.
4. Students shall not throw food, milk cartons, or other items.
5. Students shall not trade food.
6. Students shall follow the instructions of the lunchroom supervisors and show proper respect toward all cafeteria personnel.
7. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.

8. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
9. Students shall report spills and broken containers to cafeteria staff immediately.
10. Students shall be dismissed from the cafeteria by the lunch room supervisor.

Misbehavior will result in disciplinary action in accordance to the school's disciplinary procedures.

### Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is a 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 subject may be required to share the content that is reported in order to allow school officials to make a factual determination.

### Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;
5. Other reasons as determined by the school.

## **Chapter 7: Internet, Technology, and Publications**

### Administrative Procedure

All use of electronic networks and hardware shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

### Terms and Conditions

Acceptable Use – Access to the District's electronic network and hardware must be for the purpose of education or research and be consistent with the District's educational objective.

Privileges – The use of the District's electronic network and hardware is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use – The user is responsible for his or her actions and activities involving the network and hardware. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;

5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
8. Using another user's account or password;
9. Posting material authorized or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material. This also includes bullying.
13. Using the network while access privileges are suspended or revoked;
14. Vandalization of network and/or hardware.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that email is not private. District personnel who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, hardware, or any other network service. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.



1. Each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
  2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
  3. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
1. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
  2. Use of the School District’s email system constitutes consent to these regulations.

### Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.Children’s Internet Protection Act, 47 U.S.C. §254(h) and (l).Enhances Education Through Technology Act of 2001, 20 U.S.C §6751 et seq. Harassing and Obscene Communications Act, 720 ILCS 135/0.01.

DATED: March 31, 2015

## 1:1 Digital Learning Initiative

The mission of Elwood Community Consolidated School District 203 1:1 Digital Learning Initiative is to create a collaborative and productive environment for all students. The digital environment that is to be established will provide teachers and students with the resources, support, tools, and means of communication to meet the overall goals of the Elwood Community Consolidated School District 203. The students of Elwood School, through the process of this initiative, will have more opportunities to become producers of their own knowledge and learning.

### Goals and Expectations

1. Increase student engagement
2. Expand student creativity and productivity
3. Make efficient use of electronic texts and resources
4. Provide opportunities for collaborative learning
5. Improve assessment data and usage
6. Increase opportunities for higher-order & inquiry-based learning
7. Engage in global connections
8. Increase options for academic accommodations

### Policies & Procedures

#### 1. Receiving Your Chromebook

- **Parent/Guardian Orientation:** All parents/guardians are required to attend an orientation and sign-off on the Acceptable Use Policy and 1:1 Digital Learning Initiative sections within the Elwood CCSD 203 Student Handbook before a Chromebook can be issued to their student for take-home-use. Orientations will be held at the beginning of the school year and during transfer/new student registration. Students will typically receive their school-issued Chromebook during the first week of school. Parent orientation is designed to inform parents of the responsibilities their child has in regards to using and caring for their school-issued Chromebook.
- **Transfer/New Student Distribution:** All transfers/new students must participate in a school orientation and will be able to pick up their Chromebooks after the orientation. Both students and their parents/guardians must sign the Elwood CCSD 203 Technology Acceptable Use Policy within the Student Handbook prior to taking home the Chromebook.

#### 2. Returning Your Chromebook

- **End of School Year:** At the end of the school year, students will turn in their Chromebooks, chargers, and cases. Failure to turn in a Chromebook, charger, or case will result in the student being charged the full replacement cost of the missing item. The District may also file a report of stolen property with the local law enforcement agency. The school may also have students turn-in Chromebooks during extended holiday breaks in order to perform routine maintenance.
- **Transferring/Withdrawing Students:** Students that transfer out of or withdraw from Elwood School must turn in their Chromebooks and cases to the Technology office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

#### 3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher immediately. **District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Any missing item, such as the charger or case, must be replaced through the school only.**

Students should never leave their Chromebooks unattended except locked in their hallway locker. Disciplinary action may be taken for students leaving their Chromebooks unattended.

#### General Precautions

1. No food or drink should be next to Chromebooks.
2. Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
3. Chromebooks should not be used or stored near pets.
4. Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
5. Chromebooks must remain free of any writing, drawing, stickers, and labels.
6. Heavy objects should never be placed on top of Chromebooks.

#### Cases

1. Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
2. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
3. Cases that are lost, stolen, or damaged beyond repair will result in a full replacement at the cost of the student.

#### Carrying Chromebooks

1. Always transport Chromebooks with care and in Elwood-issued protective cases. Failure to do so may result in disciplinary action.
2. Never lift Chromebooks by the screen.
3. Never carry Chromebooks with the screen open.

#### Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

1. Do not put pressure on the top of a Chromebook when it is closed.
2. Do not store a Chromebook with the screen open.
3. Do not place anything in the protective case that will press against the cover.
4. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
5. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
6. Per warranty policy, there is a \$100 replacement deductible cost for each touch-screen replacement. This cost will be assigned to the student.

#### Asset Tags

1. All Chromebooks will be labeled with a District asset tag, device ID label, and device ID card.
2. Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.
3. Asset tags or device IDs may not be modified or tampered with in any way.
4. The device's plastic ID card must be in the front pouch, clearly visible, with no signs of tampering. Removal or tampering of the ID card may result in disciplinary action.

#### Using Your Chromebook at School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

1. If a student does not bring his/her Chromebook to school:
  - Loaners may be available in this circumstance, but not guaranteed.
  - A student may stop into the IMC (with a pass from a teacher) and check out a loaner for the day or have his/her teacher call the IMC to have one delivered, if available.
  - A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
  - The IMC & Technology Office will track the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the principal's' office for those students that have more than two occurrences during the school year.
  - The principal will treat such occurrences as Level 1 offenses, which may result in disciplinary action.
  - The students that obtain a loaner will be responsible for returning the borrowed device to the IMC before 2:45 p.m.
  - If a loaner is not turned in by 2:45p.m., the IMC will submit a report to the principal's' office.
2. Chromebooks Being Repaired
  - Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the Technology Office.
  - A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
  - Chromebooks on loan to students having their devices repaired may be taken home.
  - The Technology Office will contact students when their devices are repaired and available to be picked up.
3. Charging Chromebooks
  - Chromebooks must be brought to school each day with a full charge.
  - Students should charge their Chromebooks at home every evening.
  - There will be a limited number of unsupervised charging stations inside classrooms and available to students on a first-come, first-serve basis.
4. Backgrounds and Themes
  - Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
5. Sound
  - Sound must be muted at all times unless permission is obtained from a teacher.
  - Headphones may be used at the discretion of the teachers.
  - Students should have their own personal set of headphones for sanitary reasons.
6. Printing
  - Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
  - Printing will be made available. Printing will be tracked and managed.
  - Students may set up their district Chromebooks to print at home according to their home printer's specifications. Not all printers will be compatible with Chromebook printing.
7. Logging into a Chromebook
  - Students will log into their Chromebooks using their school issued Google Apps for Education account.
  - Students should never share their account passwords with others, unless requested by an administrator.
8. Managing and Saving Your Digital Work with a Chromebook
  - The majority of student work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.

- Some files may be stored on the Chromebook's memory/downloads drive.
- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

### Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Elwood CCSD 203 Technology Policy, administrative procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks. Please visit the Elwood School Technology website for information on various internet carriers available in our area.

### Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

1. Updates
  - The Chromebook operating system, updates itself automatically. Students do not need to manually update their Chromebooks.
2. System Protection
  - Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
  - There is no need for additional virus protection.

### Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the media center staff to request the site be unblocked. The District may also utilize technologies to minimize student Chromebook distractions (i.e. GoGuardian).

### Software

1. Google Apps for Education
  - Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
  - All work is stored in the cloud via Google Drive.
2. Chrome Web Apps and Extensions
  - Students will be issued pre-approved apps and extensions through the school's Google Apps administrator.
  - Some web apps will be available to use when the Chromebook is not connected to the Internet.

### Chromebook Identification

1. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

## 2. Users

- Each student will be assigned the same Chromebook for the duration of his/her time at Elwood. Take good care of it!

## Repairing/Replacing Your Chromebook

### 1. Reporting

- All Chromebooks in need of repair must be brought to the attention of a teacher as soon as possible.
- The teacher will analyze and fix the problems they can and escalate the issues they cannot fix to the Technology Office.

## No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### 1. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software, such as GoGuardian, that allows them to view the screens and activity on school-issued student Chromebooks.

## Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Use of Technology Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas. I will not engage in any form of bullying.

4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

#### Approximate Replacement Costs

The following are the replacement costs issued to students in the event their school-issued Chromebook, case, or charger are lost, stolen, or damaged beyond repair.

Student device: \$300

Protective Case: \$25

Device Charger: \$35

Replacement Touch Screen (Warranty Deductible per Occurrence): \$100

Any resulting charges for shipping and handling will also be charged to the student.

*These are approximate costs and may vary due to price fluctuations.*

**By signing the technology agreement during the registration process, I agree to the following:**

1. I will charge my student device fully each night.
2. I will never leave my assigned Chromebook unattended.
3. I will bring my Chromebook in the case to school every day.
4. I will always carry my Chromebook in the case while moving safely through the hallways.
5. I will clean my Chromebook with a microfiber cloth only.
6. I will report damages or device failures immediately.
7. I will report a lost/stolen Chromebook immediately.
8. I will not take off any school labels that are on my Chromebook or case.
9. I will not take another student's Chromebook.
10. I will not exchange parts with other devices.
11. I will follow the Elwood CCSD 203 Technology Acceptable Use Policy and 1:1 Digital Learning Handbook when using my Chromebook.
12. I understand that I, the parent, am responsible financially for the replacement of the following items in the event any item is either damaged beyond repair or lost/stolen:
  - Replacement of Device: \$300
  - Replacement of Charger: \$35
  - Replacement of Case: \$25
  - Touch Screen Replacement Deductible per Occurrence: \$100
  - Shipping and Handling: TBA
  - Costs are approximate and may be altered due to small quantities being ordered for replacement.

#### Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.



Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principal shall monitor student Internet access.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777, <sup>[11]</sup>Children's Internet Protection Act, 47 U.S.C. §254(h) and (l), <sup>[11]</sup>Enhances Education Through Technology Act of 2001, 20 U.S.C §6751 et seq. Harassing and Obscene Communications Act, 720 ILCS 135/0.01.

DATED: March 31, 2015

## Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - Is socially inappropriate or inappropriate due to the students' maturity level, 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 Handbook;
  - Is reasonably viewed as promoting illegal drug use; or
  - Is primarily prepared by non-students and distributed in elementary and/or middle schools.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

## **Chapter 8: Search & Seizure**

### 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.

Cross-reference:

PRESS 7:140, *Search and Seizure*

# Chapter 9: Athletics & Extra-Curricular Activities

## Rules & Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes that participate in athletics or extracurricular.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code. More information regarding athletic rules can be found in the Elwood School District #203 Athletic Handbook.

## Illinois Elementary School Association

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

## Eligibility

Students must be found in good academic standing in order to remain eligible for athletic competition in accordance with IESA rules. Please refer to the Athletic Handbook for detailed information regarding eligibility checks and requirements.

## Requirements for Participation

An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. Proof the athlete is covered by medical insurance; and
4. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions.
5. Concussion video viewed or concussion training handouts provided.
6. Concussion form signed by parent and athlete.
7. Student Code of Ethics.

## Behavioral Conduct

Misconduct by student-athletes will not be tolerated. Misconduct shall include but shall not be limited to:

1. Insubordination; or
2. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
3. Any behavior which disrupts the appropriate conduct of a school program or activity; or
4. Hazing, bullying, or harassment of any kind; or
5. Use of profanity; or
6. Exhibition of bad sportsmanship; or
7. Violation of any school rules or regulations or law.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed in conjunction with IESA disciplinary measures when applicable. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

### Rules in Effect

The rules set forth in this Athletic Code are in effect throughout the school year from the first practice session for any particular sport during a particular school term until the last day of that sport or until the last day of the school term, whichever comes last, and twenty-four hours a day, whether or not school is in session and including vacation periods and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply to an athlete from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of any school year or the completion of the athlete's season, whichever comes last.

### Drugs, Alcohol, and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product, vape devices, joules, or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

### Absence from School on Day of Activity

An athlete who is absent for a majority of the day of an activity is ineligible for any activity on that day unless the absence has been approved by the principal and athletic director. Exceptions may be made by the principal and athletic director: 1) for prearranged medical absence; or 2) for a death in the athlete's family; 3) an athlete who has one or more truancies or who has been suspended from school may be suspended from participation in athletic activities by administration; and 4) an athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities.

### Travel

All athletes shall travel to athletic events with the team on which the athlete competes by use of school approved means of transportation unless unavailable or not provided by the school. In dismissing from an athletic event that takes place at a location other than Elwood School, students may be released to their parents/guardians as long as the parents/guardians have signed them out unless unavailable or provided.

### Sports Physicals

All student athletes trying out for or participating in an athletic team must have a completed and current physical on file at the school prior to participating in conditioning, tryouts, and events. The sports physical must be completed by a physician and signed by a parent/guardian. Physicals remain current for one calendar year from the date of the last physical. Physical forms are available in the Elwood School Health Office.

## Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. 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. 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.

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols. Parents wishing to be on the Concussion Oversight Committee, please contact the Athletic Director or the health office.

## Elwood Booster Club

The Elwood Booster Club is a parent organization that strives to support Elwood School's student athletes. They purchase items for athletic events, provide concessions at home athletic events, and help to support the annual Athletic Banquet, among other things. Meetings for Booster Club will be scheduled and added to the district calendar each year. The Booster Club is always looking for new members. Please contact the Elwood School office if you are interested in joining or have any questions.

## IESA Athletic Activities

Activity	Grades	Approximate Start Date
Baseball	5, 6, 7, 8	July/August
Girls Basketball	5, 6, 7, 8	August/September
Boys Basketball	5, 6, 7, 8	October
Cheerleading	5, 6, 7, 8	April/May of Previous Year (Tryouts)
Scholastic Bowl	5, 6, 7, 8	December
Girls Volleyball	5, 6, 7, 8	December
Boys Volleyball	5, 6, 7, 8	February
Track	5, 6, 7, 8	March

## Extra-Curricular Activities

Activity	Grades	Approximate Start Date
Student Council	6, 7, 8	All Year
Choir	5,6,7,8,	August
Recycling Club	6,7,8	September

Builders Club	7, 8	September
Socrates Tutoring	6, 7, 8	October
Academic Bowl	6,7,8	October
Chess Club	3,4,5,6,7,8	December
Spirit Line	3,4,5	February/March
Intramural Basketball	3,4,5	February/March
Math Team	6,7,8	April

## Athletic Director

For any information regarding athletics, please contact our Athletic Director by calling the Elwood School Office.

## Attendance at School Dances

Attendance at school-sponsored dances is a privilege.

Only students who attend Elwood School may attend school-sponsored dances. No guests outside of Elwood School students will be permitted to attend dances.

All school rules, including the school's discipline code and dress code, are in effect during school-sponsored dances.

Students attending a school dance will not be allowed to leave and re-enter the dance. Students who are to be walkers following a dance must have a note signed by the parent indicating that they have permission to walk home from the dance. No walkers will be permitted to leave the dance early unless 1.) It is written on the note that the student should be permitted to leave early; or 2.) A parent calls and speaks directly to the chaperone or administration, requesting that their child be permitted to leave early. Students who are dismissed early as walkers will not be permitted to return to the dance, and no admission fees will be refunded.

Students who violate the school's discipline code will be removed from the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

## Athletics and After School Events/Activities for Families

Any function outside of 3:00 pm school hours will follow these guidelines for students and parents/guardians picking them up from school or the Elwood Police Station.

1. Student should call parents/guardians/contacts when the event has completed if no ride is present and has no transportation home.
2. If the student makes communication with parent/guardian/emergency contact the event coordinator or administrator on duty will let them know they have 30 minutes from the end of the activity to pick up the student. Otherwise the teacher/administrator will let parents know students can be picked up at Elwood Police Department.

3. If a student makes no communication with parent/guardian/emergency contact the event coordinator or administrator on duty will give the student 30 minutes to continue making contact. After the original 30 minutes still with no contact, administrator and / or event coordinator will contact the Elwood Police Department.

4. Message will be left on contact's phone in regards to picking up the student at the Elwood Police Department.

- Where the student is at
- Time event ended and message is being left
- Contact information

5. Elwood Police Department

- Phone Number: 815-424-1090
- Address: 401 Mississippi Ave. in Elwood

6. The staff member is free to leave after a parent or the police gain custody of the student.

## Chapter 10: Special Education

### SOWIC (Southern Will County Cooperative for Special Education)

SOWIC and Elwood School cooperate to provide special education programs and services to those students in need. This partnership was formed to best serve the students of Elwood and their families. If you have any questions about special education services please contact Elwood School (815) 423-5588 or SOWIC (815) 741-7777.

### Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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



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

## Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## Discipline of 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.

### **Related Services Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related service administered under the child’s IEP and the minutes of each type of related service that has been administered. The school will provide the 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 by request.

### **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.

## Exemption from Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

- 1) He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
- 2) He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student’s participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student’s Individualized Education Program.

## Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the Elwood principal or SOWIC.

## **Chapter 11: Student Records & Privacy**

### **Student Privacy Protections**

#### **Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

#### **Surveys by Third Parties**

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

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

#### **Surveys Requesting Personal Information**

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

#### **Instructional Material**

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

## Prohibition on Selling or Marketing Students' Personal Information

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

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

## Student Records

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

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

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

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

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

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

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

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

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

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

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

Name

Address

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of Attendance in school

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

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

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

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

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

## Chapter 12: Parental Right Notifications

### Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

1. Whether the teacher has met State certification requirements;
2. Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
3. The teacher's college major;
4. Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
5. Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

## Standardized Testing

Students and parents/guardians should be aware that students in 3rd-8th grades will take the Illinois Assessment of Readiness once a year. Students and parents/guardians should be aware that students in 5th and 8th grades will take the Illinois Science Assessment. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students in achieving their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Educational organizations and schools:

Elwood Elementary School, Joliet Central High School

Food bank and meal programs:

Elwood Community Church

Local service organizations (Goodwill, Salvation Army, etc.):

Elwood Lions Club – Assistance with eye wear

## Family Life & Sex Education Instruction

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted

diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.<sup>1</sup>

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

## Parental Involvement (Title 1)

Elwood School invites parents to get involved in the education of their children. Elwood School will have an annual meeting to highlight opportunities for parents/guardians to get involved.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

### **Parent Teacher Organization (PTO)**

### **Elwood Booster Club (Activities/Athletics)**

### **Response to Intervention**

### **Parent Classroom Volunteers**

Elwood School provides Parents/Guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. Timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.



In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the Elwood School principal.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to the Elwood School principal.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

### Parent Right Notification

Any person requesting consideration of the use of instructional materials, methods of instruction, basis of student assignments, or other procedures or practices of a teacher in performance of the teacher duties, curricular or co-curricular, shall follow each step as outlined below:

*Complaints should discuss said complaints in the following order:*

1. Complainant should set up a meeting with the teacher for possible clarification or explanation of said problem.
2. If the complaint omitted step 1, he/she will be redirected by the Principal to fulfill the obligations of step 1 before proceeding.
3. If satisfaction is not received from the teacher's explanation, the person (persons) claiming improper use shall submit the complaint to the Principal in writing and signed by the complainant. A copy of the written criticism shall be delivered to the teacher involved.
4. A meeting within 3 working days shall follow including the teacher, with a representative of his/her choosing, the author of any criticism, and the Principal or his/her designee. If the complaint involves a student with an IEP, the respective team shall be involved whenever possible as well.
5. If the complaint is not satisfied with the disposition of the complaint at the Principal's level, the complainant may submit the complaint to the Superintendent. A meeting within five (5) working days shall follow involving the Superintendent and the individuals listed in paragraph 4.
6. If the problem is not resolved by steps 1,2,3,4,and 5 and the board of education holds a closed session review of the criticism with the teacher or the teacher requests a review of criticism with the board, the teacher and the teacher's representative shall be present and be allowed to speak in defense at such a review.
7. Any verbal threats from parents or students toward teachers or school personnel may result in a call to the proper authorities immediately.

### English Learners

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

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

For questions related to this program or to express input in the school's English Learners program, contact the Elwood School principal at (815) 423-5588.

## 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. Letters verifying participation in this program are available from the school office upon request.

## Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Elwood School principal. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

## Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – student is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times student is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

## Violent Offender Community Notification

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

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/>.

## Asbestos Inspection Report

Elwood School District #203 completes a six (6) month asbestos inspection. These reports can be requested to be viewed by contacting the district superintendent.

