

Aviston Elementary Parent & Student Handbook



“Home of the Eagles”

Aviston School District #21
350 South Hull Street
Aviston, IL 62216

2015-2016 School Year

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INTRODUCTORY INFORMATION AND GENERAL SCHOOL INFORMATION

PURPOSE 1.10

Aviston Elementary School District #21 exists for the purpose of educating all children within its assigned boundaries. To be effective and successful in this effort, ample and constant communications between school and family is necessary.

BOARD OF EDUCATION 1.15

The Board of Education of the Aviston Elementary School District #21 is directed by law to serve a two-fold service: as elected officials of the State of Illinois and local representatives of taxpayers of this district. Board members are:

Joe Strubhart – President
652 E. 4th Street
Aviston, IL 62216

Brad Eversgerd
14064 Jem Drive
Aviston, IL 62216

Doug Ess
5185 Chelsea Ct
Aviston, IL 62216

Kelly Kampwerth
641 West 2nd Street
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14187 Jem Drive
Aviston, IL 62216

Lee Thole
351 West Elm Street
Aviston, IL 62216

Kristi Toennies
11806 Bernadine St
Aviston, IL 62216

The regular business meeting of the Board of Education is held on the third Wednesday of each month at 7:00 p.m. at the Aviston Elementary School. Board members are elected by the people of the district to represent them in determining policies governing overall operation of the district. The meetings are open to patrons of our school and guests are cordially invited.

PHILOSOPHY 1.20

The Board of Education at Aviston Elementary School believes that the child is at the heart of the educational program. Childhood and adolescence are precious in their own right as a time to be cherished and not merely as a time of preparation for the future. The years spent in our school should be child-centered.

The primary responsibility of all those connected with our school is to motivate our children and to arrange a safe environment of the school so that children will want to learn and enjoy the learning process. Each individual child is to be given as much attention in his/her personal growth as possible. We prefer to see children compete with themselves rather than with other children, but we recognize that competition helps children deal with the realities of life.

We believe that each individual child has the right to the best education possible, and that the education provided at Aviston Elementary will help to develop each child as an individual person. Each has the right to a free and equal public education.

We believe that education is a combination of an individual's experiences at home, in school, and in society. These in turn should promote the moral, spiritual, intellectual, ethical, social, and emotional growth of the individual.

We believe that children need to learn self-discipline early in their lives. This self-discipline will enable each child to advance through the various stages of growth into adult life as a happy, well-adjusted citizen of our free society.

We believe that school personnel should encourage parents and other citizens to work closely with the professional staff toward the attainment of these ideals and toward the development of the best possible educational program for the community of Aviston.

The Parent/Student Handbook is intended to be a source of information concerning Aviston Elementary District #21, Clinton County, Illinois. It should give parents and students a better understanding of the operations of the school. To accomplish our educational philosophy, cooperation between home and school is necessary. Aviston Elementary School enrolls students Pre-Kindergarten through eighth grade. Pre-Kindergarten is offered for students in the greatest need first. Kindergarten is a full day program.

SCHOOL TERM 1.25

Illinois School Law requires a minimum school calendar of 185 days including teachers meetings, which are approved by the Regional Superintendent of Schools in order to qualify for state school aid. A legal school day, which may be counted toward sharing in state school aid, is a minimum of five clock hours except for the first and last days of the term, which may be shorter.

SCHOOL HOURS 1.30

School buses begin their runs at approximately 6:45 AM. The school building opens at 7:15 AM. Students are not allowed in the building prior to 7:15 AM. Students not attending the morning program should not arrive until after **7:45 AM**. The first bell rings at 8:15 AM. Students should be in their classrooms and seated by 8:25 AM (tardy bell). School dismisses at 3:00 PM.

ENROLLMENT 1.35

A child may be enrolled in Kindergarten if he/she is five years old on or before September 1. A child may be enrolled in First Grade if he/she is six years old on or before September 1.

Illinois State Law requires that parents prove a child's age by presenting a certified copy of a birth certificate (not a hospital record). A medical examination not more than 12 months old must also be signed by the family physician and presented on registration day by all Preschool, Kindergarten, 6th Grade and transfer students.

Students enrolling in an Illinois school for the first time must show evidence of immunization against measles, tetanus, diphtheria, polio, pertussis, varivax, hepatitis B, and chickenpox. Students are also required by law to have a new physical examination by a physician, which is signed and dated.

Parents should provide the school with any information that will help teachers to best care for their child's health.

If a child does not comply with the health examination and immunization requirements by October 15 of the current school year, the child must be denied admission to school. He/she will be readmitted upon proof of compliance regarding health examination and immunizations.

Parents have the right to request their child's classroom teacher's qualifications.

VISITORS 1.40

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. The doors to the main hall will be locked electronically at the start of each school day. Parents and visitors wishing to enter the building will need to press the button (located to the left of the window) and wait in the security vestibule until office personnel unlock the security door electronically. While this procedure may take an extra minute, the benefits of keeping our school safe are necessary. 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. Visitors are required to check into the school office and report where they are going, then proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him 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.

EQUAL OPPORTUNITY AND SEX EQUITY 1.50

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, or actual or potential marital or parental status, 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 school superintendent.

INVITATIONS AND GIFTS 1.80

Party invitations or gifts for classmates should not be brought to school to be distributed unless approved by a teacher or everyone in the class is invited. Items such as these are of a personal nature and the school prefers they be mailed from home. The office is unable to release addresses, phone numbers, and/or emails of students.

STUDENT WELLNESS POLICY/TREATS AND SNACKS 1.85

In addition to Board of Education policy approved in May 2006, the district sought to improve the nutritional practice in the school to help students maintain better overall health. In order to promote better health among our students, school policy does not allow treats, including food, candy or soda, during the school day. Parties called at the teacher's discretion with the principal's approval for special occasions will be allowed. Healthy food choices should be encouraged at all celebrations using snacks.

The office respectfully asks that parents follow these rules and not bring in treats, sodas or other food for individual parties or celebrations or other reasons. The well-being of all our students is at stake. Teachers will plan occasional parties and healthy food choices should be included in these celebrations if food is part of the party plans.

Because of the increased number of students with food allergies, please respect the Wellness Policy.

SCHOOL CLOSING – INCLEMENT WEATHER 1.90

The SchoolMessenger phone system will be used to notify parents of any school closings or early dismissals. Please do not call the school office requesting information about closing on a particular day. Because our elementary district shares buses with others, the decision is not in our hands to cancel school in most situations. The SchoolMessenger phone system will call designated SchoolMessenger numbers to alert everyone within 30 minutes of the decision to close school. The SchoolMessenger phone system is the primary source for school closings.

Information concerning school closings due to inclement weather may also be given on the following radio stations: **WCXO-FM 96.7**; **KMOX-AM 1120**; **WILY-AM 1210**; and **FM 95.3**. **KMOV Channel 4** and **KSDK Channel 5** also carry school closings. Aviston Elementary is listed as Clinton County Schools. The television stations will carry the school closings during the evening newscasts if a decision has been made. **WILY** will also carry the announcements as they are called in to the station. In past years, **KMOX** announced school closings beginning at 5:30 AM. In the case of a closing for non-weather related issues, SchoolMessenger will be the primary means of contacting parents. Many newsrooms are not set up to deal with non-weather related closings.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

STUDENTS WITH FOOD ALLERGIES 1.120

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify school superintendent.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES 1.130

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.

ATTENDANCE, PROMOTION, GRADUATION, And COURSES

ATTENDANCE POLICY 2.10

The Illinois School Code requires parents to have children between the ages of 6-17 in school with regular attendance. The child's progress in school requires regular attendance. State aid is calculated on the average daily attendance. Students should have regular attendance while in good health. If the student's health or his/her classmate's health would be endangered, the child should be at home and possibly under the care of a physician. If a communicable disease has caused absences, then a doctor's written statement should accompany the child's return to school.

Parents should contact the school office between 7:30 AM & 9:00 AM to report absences, giving the child's name, grade, and cause of absence. Upon return to school, a note should be provided to the teacher.

Absences: There are 2 types of absences, excused and unexcused.

- **Excused absences** include illness (up to 10 days without a doctor's note), observance of a religious holiday, death in the family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, medical appointments (with a doctor's note) or other reasons approved by the district superintendent (such as vacations, etc).
- **Unexcused absences** are any absences that are not listed above.
 - o **For a medical appointment to be considered excused, the student must bring in a note from the doctor's office stating that they were at an appointment.**

For an absence to be considered excused, a parent or guardian must notify the school via phone, email or note if a student is going to be absent.

The determination as to whether an absence is classified as excused or unexcused is the sole responsibility of the school. The responsibility of the parent is to report the absence.

A note from a physician must be presented for children who miss more than ten days per year due to illness. **After ten days excused at the parent's discretion for illness, absences will be counted as unexcused unless a doctor's note is provided.**

Planned absences (ie vacations, out of town plans, etc) – our policy is that every family will receive 2 days of planned absences per school year (as long as it is reported to the teacher AND the school office prior to the day of), without approval by the superintendent. After 2 days, all other days must be approved by the superintendent for them to be considered excused. Otherwise, they will be considered unexcused. A parent or guardian should report a planned absence or one of long duration to the school office in advance. Parents and guardians are urged not to take vacations during the school year. The child suffers academically. When a child is absent, it is his/her responsibility to make up all work that is missed within a reasonable amount of time. Please consult with the teacher to schedule make-up work.

If a child comes to school tardy or returns for the afternoon, he/she should report to the office with a written excuse signed by the parent or guardian stating the reason for the absence. Attendance will be taken at 8:30 AM and immediately after lunch. If a child must leave school early for any reason, a written excuse, signed by the parent or guardian stating the reason for the absence, must be given to the homeroom teacher and then to the office. **Students must be signed out from the office any time they leave the campus. Students must sign back in if they return to school, even after lunch.**

Excused tardies result from a medical appointment or other unavoidable events that can be documented by the parents with a note or a phone call. These tardies will only be considered excused if a doctor's note is provided by the student. Tardies do count against a student's perfect attendance. One tardy per year will be waived if it is excused for the purposes of awarding perfect attendance.

Unexcused tardies result from late arrivals that are not medical appointments or unavoidable events. Students with 5 unexcused tardies/absences will receive a letter to their parents. Students with 10 unexcused tardies/absences will receive an additional letter and will be referred to the Regional Office of Education's Truancy Department. For the purposes of the school district, five unexcused tardies will be counted as a day of absence. Any combination of unexcused tardies and unexcused absences equaling five will generate a call to the Regional Office of Education for referral to the Regular Attendance Program.

Students are considered tardy if they miss anywhere from 1 – 62 minutes of school. If they miss between 63 – 150 minutes, they are considered absent for half of the day. If they miss more than 151 minutes of school, they are considered absent for the entire day. Minutes of attendance are reported to the State Board of Education and are used to calculate the General State Aid. The district must follow these guidelines completely in order to satisfy the Illinois State Code.

A Perfect Attendance Award will be given to students who have missed no school time and have one excused or no tardies for the entire school year.

TRUANCY 2.50

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or fine of up to \$1500.00.

Per the Regional Office of Education's (ROE) policy, any student who is absent four (4) days as unexcused, a warning letter will be sent to the student's parents and a letter will also be sent to the ROE's Regular Attendance Program (RAP). After six (6) unexcused absences, another letter will be sent to the student's parents and a referral letter will be sent to RAP. Truancy officers with RAP will monitor the student's attendance and if a student reaches nine (9) unexcused absences, the student will be considered "chronic" truant and will be turned over to the Truancy office. RAP and truancy officers will work with the parents to encourage regular attendance for the student.

If, after the truancy officer and parents have met and the student continues to have truant behavior, the student and parent/legal guardian will be required to meet before the Regional Truancy Board to review the reasons and consequences of the child's truant behavior. This meeting will be held at the Courthouse of the appropriate county, Clinton County, and will be presided over by the Regional Truant Officer.

GRADING AND PROMOTION 2.60

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

RETENTION 2.70

Retaining students is a serious action. Factors to be considered in retention include: attendance, standardized test scores, grades, and teacher recommendation. Parents will be notified by the end of the first semester if the teacher believes there is a possibility the child will be retained. In order to prevent retention, a plan will be developed to assist the child and will involve the parents. After the second semester, a conference with the teacher, parent, and superintendent will be held. The final decision will rest with the school administration.

PHYSICAL EDUCATION 2.80

All children are required by law to take an active part in the physical education program. All students should have a pair of tennis shoes to wear in the gymnasium. Failure to bring tennis shoes repeatedly will result in disciplinary consequences.

If a student must be excused from P.E. for more than three days because of an injury, a doctor's note is required. A doctor's note or faxed note is also required for a student to come back after an injury.

HOME AND HOSPITAL INSTRUCTION 2.100

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.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the school superintendent.

STUDENT FEES AND MEAL COSTS

FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES 3.10

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parents or guardians to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch guidelines established by the federal government pursuant to the National Lunch Act; or
2. The student or the student's family is currently receiving aid under Art. IV of the Illinois Public Aid Code.
3. The building principal will give additional consideration where one or more of the following factors are present:
 1. An illness in the family;
 2. Unusual expenses such as fire, flood, storm damage, etc;
 3. Seasonal employment;
 4. Emergency situations; or
 5. When one or more of the parents/guardians are involved in a work stoppage.

The building superintendent will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building superintendent.

LUNCH PROGRAM 3.20

The Aviston Elementary School District #21 in cooperation with the U.S. Department of Agriculture will follow the guideline policies set by the U.S.D.A. to provide free and reduced price lunches to those children whose family cannot afford the price of the school lunch. Students who receive a free or reduced price lunch do so anonymously. The student ID program used by the district prevents anyone from telling whether a child pays cash or receives a free or reduced lunch.

Grades Kindergarten – 4th grade take a milk break throughout the day. This milk/juice at milk break is NOT included as part of the free or reduced lunch program.

Because the cafeteria system is a prepaid system, all students should have money added to their account prior to the start of the school year and should maintain funds in the account during the school year.

Lunches are **\$2.50 per day**. Milk prices are **\$.35 per milk per day**. A child who eats lunch and has additional milk at milk break would spend **\$2.85 per day**. Students will receive a reminder card if their account has a negative balance. Monthly statements will also be sent home. After a child has charged five lunches without bringing the balance back to up a positive amount, a peanut butter sandwich and milk will be given in place of the regular student lunch until the balance is paid and the account is active. Students with unpaid balances from prior years will not have their accounts activated until their balances have been paid.

Aviston Elementary also offers an online program called My School Bucks for parents to look at balances and pay for student lunches online. The program is www.myschoolbucks.com. Please note that there is a \$1.50 transaction charge for each transaction that is applied to the account through My School Bucks.

LEAVING THE SCHOOL GROUNDS FOR LUNCH 3.30

Students may go home for lunch. For safety reasons, they must bring a dated, signed note for each day they intend to go home. Students must then sign out AND back in whenever leaving the premises. Permission will not be granted for a student to go to another's home for lunch.

Parents, grandparents or siblings may also take a student off campus for lunch, however, the students must be signed out and back in whenever leaving the premises.

Parents may call the school if special circumstances are present that may warrant an exception to this policy.

RECESS 3.50

Recess is the period after lunch when the students are given leisure time to be used for appropriate recreation. During this time period, the students are expected to follow the posted rules for recess and work on fair play and getting along with others.

During recess, all students are encouraged to go outside. The exceptions are as follows:

1. Students who are ill or under a doctor's care and have a note from the doctor or parent advising of such.
2. Students who have a note from a teacher to participate in some activity or discipline action in the building. This note should be forwarded to the playground supervisor in charge.
3. Students are allowed to play in the gym. These students are chosen by the supervisor and will have to follow more strict indoor rules. E.g. No tag, half-court shots, long catch, etc.

BOOK RENTAL FEES 3.60

Book Rental is charged on textbooks at Aviston Elementary School. These fees will change from year to year depending on the school's expenses. The fee charged is just a token fee and does not cover the total cost of textbooks. Several magazines used by students in class are also partially covered by this fee.

This fee is payable during the first week of school. If you cannot pay all at once, arrangement should be made with the bookkeeper for installment payments.

The school district will provide free textbooks and materials to any student who is on free or reduced lunch program and whose parent or guardian signs the appropriate waiver form.

Checks should be made payable to Aviston Elementary School District #21. When a textbook is issued by the teacher, the condition of the book is noted. When these books are returned to the teacher, excessive wear, abuse and careless handling are again noted, and the pupil will then pay the balance of the book's cost if it cannot be reissued. If a textbook or workbook is lost, the pupil will be issued another and charged for the cost of the textbook or workbook.

TRANSPORTATION AND PARKING

TRANSPORTATION 4.10

Aviston Elementary School provides bus transportation to and from school for students living 1 ½ miles or more from school or for students who live in an area designated as appropriate for bus transportation.

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 building principal.

BUS RULES 4.15

1. Be on time at the designated bus stops and help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Stay off the property of others while waiting for the bus.
4. Be careful when approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
5. Students must obey directions of the bus driver at all times.
6. Students must stay seated while riding the bus.
7. Students must board the bus in an orderly fashion without pushing or shoving.
8. Students should not talk with the driver while the bus is moving so the driver can hear signals or emergency warnings.
9. Arms, heads, and hands must remain inside the bus.
10. Students should get up to exit the bus after it comes to a complete stop.
11. No eating or drinking of any kind is allowed on the bus.
12. Damage to the bus should be reported to the driver. Students who damage the bus will be responsible for repairs and will face appropriate consequences.
13. Students will have an assigned pick up and drop off location. A note needs to be sent to your child's teacher on the occasion that your child needs to be picked up or dropped off at a different location. Notes will be sent to the school office for approval.
14. Students should remain in the bus in an emergency situation until the driver gives

instructions.

15. Students must be silent at all railroad crossings
16. Aisles must be clear of feet, books, packages, coats, instruments, etc.
17. Students must follow the school behavior guidelines. Behavior problems on the bus will result in disciplinary actions.
18. Bus rules apply to all school functions including field trips and sporting events.

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

PARKING 4.20

Those dropping off and picking up children may do so by parking in the east parking lot location. Vehicles MAY use the fire lane for drop off from 7:30 am – 8:25 am only. There is absolutely NO passing or parking in the Fire Lane. Traffic in this lane flows from north to south. Vehicles found parked in this location may be ticketed and/or towed by the police. Handicap and No Parking Zones are clearly marked. Illinois State law also prohibits the use of cell phones while driving.

HEALTH AND SAFETY

HEALTH 5.05

Students who have had a fever over 100° in the past 24 hours. Students should remain at home until they are fever-free for 24 hours without medication. A child with a fever may be contagious and should remain at home.

Students who have been vomiting or have had contagious (viral or bacterial) diarrhea must remain home until they are 12 hours without an episode.

A child who is hungry has difficulty concentrating on his/her work. A good breakfast is essential for a child's health and success in school.

Children also need a good night's sleep in order to be alert for effective learning in school. Children should be dressed warm enough so that they can go outside for recess, if weather permits.

IMMUNIZATION, HEALTH, VISION, AND DENTAL 5.10

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

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning. Failure to comply with the above requirements by **October 15** of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. An appropriate medical professional must sign the schedule and statement of medical reasons.

EYE EXAMINATION

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) a completed eye examination, or (2) an eye examination will take place within 60 days after October 15.

DENTAL EXAMINATION

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

EXEMPTIONS

A student will be exempted from the above requirements for:

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

STUDENT MEDICATION 5.20

Aviston Elementary School District #21 will not provide medicine to students. **Parents may provide medication for their child, but it must be brought to the school office in the original container and kept there during the school day.** *Medication from a doctor or non-prescription medication will be given out by Aviston Elementary School if the doctor's prescription accompanies the medication or a written note from the parent stating the dosage and times the medication should be taken, but **a signed note stating intentions of the parent to have the school dispense the medication will be needed.***

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

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

GUIDANCE AND COUNSELING 5.30

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Classroom teachers or administration may be contacted to initiate guidance and counseling visits.

SAFETY DRILL PROCEDURES 5.40

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

ASBESTOS 5.45

On December 28, 2001, Aviston Elementary School received notification from the Illinois Department of Public Health that the required elements have been met to file an exclusion with the U.S. Environmental Protection Agency. This means there is no asbestos in this building. Aviston is required to comply with the Asbestos Hazard Emergency Response Act. The designated person for the school is the superintendent, who can answer questions regarding this issue.

COMMUNICABLE DISEASE 5.50

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the health aid if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

HEAD LICE AND SCABIES 5.60

Any child with head lice or scabies will be sent home and will not be able to return until treated for the respective condition. The first day of school missed will be considered an excused absence. Further absences will be unexcused.

FIRST AID 5.70

The school first aid supplies are kept in the school office. The school secretary, health aide, or administrator will attend to any student needing first aid. No internal medicine may be given unless the student brings signed instructions from home or has a doctor's permission.

When a child becomes ill or injured at school, every effort will be made to contact the parent or guardian. If an emergency arises, however, an ambulance will be called if, in the opinion of the teacher or school administrator, one is needed.

A parent or guardian picking up a sick child must sign him/her out in the school office.

HOME AND HOSPICE INSTRUCTION 5.80

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

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to three months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the superintendent.

DISCIPLINE AND CONDUCT

GENERAL RULES 6.05

1. Students must respect the authority of teachers, paraprofessionals, and administrators.
2. Students should be kind in speech to one another.
3. Students should keep their hands to themselves and refrain from physical contact, pushing, punching, hitting, spitting on, or otherwise bothering others.
4. Students should walk in the hallways.
5. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's property is prohibited.
6. Students may not use profanity at any time.
7. Students must be quiet in the hallways, while loading buses, and during all fire and disaster drills.
8. Students should move quietly between the cafeteria, recess, classrooms and restrooms without loitering.
9. Cell phones should be turned off and placed in lockers or backpacks if they are brought to school. If a student uses with a cell phone on school campus (with the exception of being picked up from extracurricular activities after school hours), it will be confiscated and a parent will be called to pick it up. If a student uses a cell phone a second time with a phone, a conduct detention will be administered and the phone will be picked up by a parent in the office again. A third incident will result in the same punishment as the second time, along with the student checking the phone into the office on a daily basis if it is brought to school.
10. Electronic readers (ex. Kindle, Nook, iPad.) are acceptable in the classroom as permitted by the teacher. If a student uses a the device for inappropriate purposes (internet without permission, gaming, etc.), they will lose electronic reader privileges and it will be confiscated and a parent will be called to pick it up from the office. If a student is caught a second time with this device, a conduct detention will be administered and the reader will be picked up by a parent in the office again. A third incident will result in a loss of electronic reader privileges for the rest of that school year.
11. Aviston Elementary does not recommend that students bring toys and electronic equipment to school. (i.e. – IPODs, MP3 Players, Gameboys, Nintendo DS, etc). If they are brought, these items must stay in their locker upon entering school and will be confiscated and a parent will be called to pick the items up if a student does not follow the rule. Aviston Elementary is not responsible for lost or stolen electronic equipment. If a student is caught a second time with electronic devices, the punishments will following along with the cell phone policy stated above.
12. Students may not send or possess sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting."
13. Firearms, Laser Pointers, Toy guns/weapons are prohibited.
14. Gum and/or candy is prohibited anywhere in the building, unless special permission is granted
15. Drinks are not allowed in the gym, library or computer labs.
16. Students may not leave the campus during the school day without first presenting a dated note allowing them to leave and then signing out from the office. Students must sign in upon their return to school.
17. Students should also follow discipline plans established by classroom teachers.
18. Students may not cross the parking lot and must use the crosswalks to insure safety.
19. Using, possessing, distributing, purchasing, or selling tobacco materials or electronic cigarettes, alcoholic beverages, or any illegal drug (controlled substance or cannabis) is prohibited.

CAFETERIA RULES 6.10

In addition to the General Rules, the following rules apply in the cafeteria:

1. Students should obey cafeteria supervisors.
2. Students should clean up their area before leaving.
3. Students should not trade food or give food to others because this is a health safety concern.
4. Students should talk in a conversational tone.
5. Students should stay at their table until dismissed.

CLASSROOM RULES 6.12

Classroom teachers establish specific codes of conduct for their classrooms; these rules should be followed:

1. Students should follow the specific classroom discipline plan provided by his/her teacher(s).
2. Students should be punctual and orderly while in the classroom.
3. Students should be respectful to all.
4. Students should be helpful by tidying up at the end of the day.
5. Homework should be completed on time.

PLAYGROUND RULES 6.15

1. Children should go to the playground in an orderly manner.
2. The playground supervisor should be told about problems or injuries.
3. Playground supervisors will relay problems to the classroom teacher, who will contact parents and/or the administration to discuss problems when necessary.
4. Students may not return to the building unless a supervisor gives them permission.
5. Students must stay in the play area designated for their class.
6. Students must stay off the bike racks and away from the bikes.
7. Balls should not be bounced, kicked, or thrown against the building or onto the roof, or off campus.
8. Students should respect school property.
9. Students should not play in puddles, snow mounds, or throw snowballs.
10. Students in grades 3-8 are not permitted on the preschool playground equipment.
11. Students should line up immediately when the bell rings.

CHEATING 6.17

Cheating in any form is strictly prohibited. Students found cheating or helping another student cheat will be given a zero on that particular work. Credit for the course will not be awarded if there is a second incident, unless arrangements are made with the teacher involved and the administrator. Detention or other consequences may also be assigned for any cheating incident.

Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores is prohibited.

DRESS CODE AND STUDENT APPEARANCE 6.20

Clothing should be appropriate for the time of year and for the situation. The dress and grooming of students attending Aviston Elementary School are the responsibilities of the students and of their parents. Modesty, moderation, cleanliness, neatness, and appropriateness should serve as a guideline for making choices regarding dress and appearance. Inappropriate clothing disrupts the educational process and will not be acceptable. In order to promote a clear understanding of the school's expectations regarding dress and appearance, the following guidelines are provided.

1. Aviston Grade School is an air-conditioned facility, therefore, shorts are not to be worn by boys or girls with the following exceptions:
 - a. Hot weather months from April 15th until October 15th.
 - b. Field Trips (with teacher written permission)
 - c. Physical Education classes, with teacher permission
 - d. Special circumstances, as noted by the superintendent
2. When shorts, skirts, or skorts are worn, the following guidelines apply:
 - a. Length of hem must reach to the middle finger tip of the student when arms are held straight at sides.
 - b. Shorts must be worn under skirts or dresses.
 - c. Spandex or biker shorts or extremely tight fitting shorts or skirts are not permitted.
 - d. Leggings, full-length yoga pants and capri yoga pants must be worn with a top of the length that, at the minimum, covers the "bottom" and is consistent in length from front to back.
 - e. Slits or cuts in the upper leg area of any shorts, skirts, or pants will not be allowed.
3. Shirts without collars and sleeveless shirts may be worn, however, they must meet the following guidelines:

- a. Slits under the arms may not be low cut
 - b. Underwear or armpits should not be visible
 - c. Low-cut shirts or blouses are not allowed
 - d. Spaghetti or thin strapped shirts are not allowed
4. Bellies and backsides must be covered when sitting or standing.
 5. Halter-tops, bare midriffs, racerbacks, tank tops, or tube tops are not allowed.
 6. Fishnet style or see-through shirts or blouses are not allowed.
 7. Clothing with immoral, offensive, or suggestive wording is prohibited. This includes clothing that advertises tobacco or alcohol or contains profanity or ethnic or sexual connotations.
 8. Footwear – it is strongly recommended that students wear tennis shoes to school to maximize PE time and for safety and comfort. Flip-Flops are **not** allowed and higher heeled shoes are strongly discouraged; they are a safety and noise issue. Open toed shoes and shoes without a back are also banned.
 9. Shoes with non-marking soles are appreciated.
 10. Tennis shoes must be worn for physical activities at all times in the gymnasium.
 11. Pajama pants, clothes similar to pajamas, or drawstring flannel pants are not allowed.

DRESS CODE VIOLATION CONSEQUENCES 6.25

Students who arrive at school wearing inappropriate clothing items, as judged by the superintendent, will receive the following consequences:

1. First incident – If the violation is not deemed extremely serious, the student and parent will receive a letter or phone call asking the item of clothing not to be worn again.
2. Second incident-A conduct detention will be administered if a second dress code violation occurs in the same school year.
3. Third incident- a third incident and each thereafter will result in a conduct detention and the progression on punishments associated with additional conduct detentions.
4. Any serious dress code violation will gain the student an over-shirt to cover the violation.

The office will provide an over-shirt and disciplinary rules for defiance will be enforced. This over-shirt will also be provided if necessary for a first incident that is serious.

It is not the intention of the teaching staff or the administration to burden students and their parents with dress code issues. Sending students home to change will be avoided in all instances and the superintendent will have the final say over the appropriateness of dress and the consequences to be applied.

STUDENT DISCIPLINE 6.30

Chapter 122, Illinois Revised Statutes, Section 24-24 of the Illinois School Code empowers the Aviston Elementary School District #21 Board of Education to establish reasonable rules for maintenance of student discipline. Section 24-24 states:

Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds, which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. Nothing in this section affects the power of the board to establish rules with respecting discipline. The board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extracurricular school activities as well.

STUDENT MANAGEMENT 6.35

Student management means the actions of the professional staff that are necessary to maintain an orderly school climate, which is necessary for learning to take place. Each student attending Aviston Elementary School is expected to follow all rules, regulations, policies and classroom rules concerning correct student behavior. All teachers and administrators will expect obedience to the rules of the school.

All handbook and school rules apply to all school sponsored events, even those activities occurring off campus.

See “Consequences for Misconduct” section to learn how inappropriate behavior will be handled. Situations will be handled at the Superintendent’s discretion.

UNEXPECTED CIRCUMSTANCES 6.37

The school administrator has the right to discipline for the unexpected – that is situations that could not have been anticipated to be included in the Student Handbook

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARRASSMENT

6.40

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

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

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

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

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an

electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effected enumerated in the definition of *bullying*.

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

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

Bullying Prevention and Response Plan

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

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

Complaint Manager:

Tami Kampwerth
Name
350 S. Hull St, Aviston, IL 62216
Address
tkampwerth@avistonk-8.org
Email
618/228-7245
Telephone

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

- Notifying the Building Principal or soon administrator or designee of the report of the incident of the bullying as soon as possible after the report is received.
- Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

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

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

- The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying
 - 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - 6:65, *Student Social and Emotional Development*, Student social and emotional development is incorporated into the District's educational program as required by State law
 - 6:235, *Access to Electronic Networks*, This policy states that the use of the District's electronic network is limited to: (1) support of education and/or research, or (2) a legitimate business use.

- 7:20, *Harassment of Students Prohibited*, This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same list in this policy)
- 7:185, *Teen Dating Violence Prohibited*, This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- 7:190, *Student Discipline*, This policy prohibits, and provides consequences for hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- 7:310, *Restrictions on Publications*, This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

HARASSMENT OF STUDENTS PROHIBITED 6.41

Bullying, Intimidation, and Harassment Prohibited: No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual or visual, that affects tangible benefits of education, then unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory 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.

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

- 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
- 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 treatments; 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 experience, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making A Complaint: Enforcement – Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. A student may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

Nondiscrimination Coordinator:

Name: Tami Kampwerth, Superintendent
Address: 350 S. Hull St, Aviston, IL 62216
Telephone: 618/228-7245

Complaint Managers:

Name: Tami Kampwerth, Superintendent Ryan Meyer, Athletic Director
Address: 350 S. Hull St, Aviston, IL 62216 350 S. Hull St, Aviston, IL 62216
Telephone: 618/228-7245 618/228-7245

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

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

Other prohibited activities include:

- Being involved in gangs, or gang-related activities, including displaying gang symbols or paraphernalia
- Violating any criminal law, such as assault and battery, arson, theft, gambling and hazing.
- 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 of 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.
- 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.

FIELD TRIPS 6.60

One field trip per classroom per year is approved. If a class plans more than one per year, special permission from the Superintendent will be needed. Students are expected to conduct themselves as they would at school. School dress will be the same as at school unless noted otherwise by the teacher. No electronic devices are allowed on field trips. This includes cell phones, ipods, ipads, e-readers, etc. Use of the school bus will be free on the field trip. Because field trips are a special day for the child, his/her class, and the teacher, student’s siblings are not permitted to attend. Field trips are considered a school attendance day. Any student that does not attend without an excused note citing an appropriate reason will be considered unexcused. See attendance, promotion, graduation, and courses policy 2.10.

FIELD TRIP PRIVILEGE 6.65

Field trips occur one or more times for each class during a school year. These trips are seen as a privilege for our students' hard work throughout the school year. They are fun and educational opportunities for the students. Any student that receives three or more conduct detentions in one school year will not be allowed to attend remaining field trips. The student will stay at school and be supervised during the field trip.

FIELD TRIPS AND CHAPERONES 6.70

Parents/Guardians are welcome as chaperones for field trips. The teacher(s) involved in planning the trip will determine the number of chaperones required for supervision of students. Not all field trip destinations can allow more than the class and one or two chaperones. Bus transportation may not be available for all chaperones. Chaperones should remain with their assigned students at all times and should turn any problems over to the teacher in charge of the trip.

Board policy 8:30 requires appropriate behavior by all adults in contact with students. Obscene or vulgar language, smoking or use of tobacco products, and the consumption, possession, distribution or act of being under the influence of alcohol or other drugs is prohibited by adults who come in contact with our students. While some field trip locations may provide opportunity for adults to purchase or use these substances, the adult should refrain from doing so while acting as a chaperone.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES 6.75

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

CONSEQUENCES FOR MISCONDUCT

If school rules, listed under the “Discipline & Conduct” (6.05-6.70), are not obeyed by students, consequences will be administered by the teacher or school administrator. Consequences for not following the rules listed under the School/Student Conduct section will range from a warning, to a loss of recess, to loss of extra-curricular privileges, to a conference with the child, their parent or guardian and the teacher and/or administrator, detentions after school, in-school suspension, or external suspension up to and including expulsion may all be used as consequences.

CORPORAL PUNISHMENT 6.80

Corporal punishment will not be administered at Aviston Elementary School.

DETENTION 6.90

Detention is time served after regular school hours as a consequence for inappropriate behavior. Detention will be supervised by a certified school district employee. A 24-hour notice will be given to the parent or guardian before detention is served with a teacher or administrator. Detentions are held Monday-Thursday nights. Good judgment will be used if the parent has an important prior commitment, however, the detention must be served as soon as possible.

The classroom teacher or administrator may assign a detention. Other teachers or playground supervisors who find cause for assigning detention to a student should first discuss with the classroom teacher or the administrator before detention is assigned.

The following rules will apply to homework detentions:

- Missing/late/incomplete assignment #1, #2, #3 - Warnings
- Missing/late/incomplete assignment #4 - 30 minute homework detention (3:00 – 3:30)
- Missing/late/incomplete assignment #5 – 30 minute homework detention (3:00 – 3:30)
- Missing/late/incomplete assignment #6 – 1 hour homework detention (3:00 – 4:00)
- Missing/late/incomplete assignment #7 – 1 hour homework detention (3:00 – 4:00)
 - o Anything in excess of 7 missing/late/incomplete assignments will result in a student/parent/teacher & administrator conference to discuss how success can be attained.
- Missing/late/incomplete assignment #8 – Mandatory tutoring (2 week time period)

DETENTION PROCESS 6.100

Steps in the detention process:

1. After a detention has been assigned, a detention form is sent home requiring a parent or guardian signature.
2. Detentions must be served the following school day, but can be served the day of the incident with parent permission. No detentions can be served on Fridays.
3. Repeated detentions will result in an in-school and/or out-of-school suspensions and loss of field trip privileges after 3 conduct detentions.

DETENTION PROCEDURES 6.110

1. Detention is held from 3:00 PM until 4:00 PM, Monday-Thursday.
 - a. Assignment/homework detentions run from 3:00-3:30 A homework detention will be given to a student upon having three missing assignments. After the first detention, a detention will be assigned for each missing assignment thereafter until the 6th missing assignment. At this time, the detentions will become conduct detentions, served from 3:00-4:00. Upon the 8th or more missing assignment in one quarter, the student will serve an in-school suspension. Each quarter all students will “start over” in regards to missing assignments.
 - b. Conduct detentions run from 3:00 – 4:00. Conduct detentions may be given to a student by any teacher or supervisory staff if the student fails to comply with appropriate school behavior. Conduct detentions must be served from 3:00 – 4:00. Cheating will result in an automatic conduct detention and a zero for that assignment.

2. Any type of detention takes precedence over all other school activities, including band and sports.
3. Students serving any conduct detention will not be allowed to participate in any after school event held on the day of the action, no matter the time of the event.
4. Students must be silent during detention.
5. Students must be prepared to do homework, read a book, or write if it is a conduct detention.
6. Students may only leave the detention room with the teacher's permission.
7. Every effort will be made to keep this practice for grades fifth through eighth. Detentions will be used with great discretion for grades 1-4.
8. Students may be assigned specific writing/reading during detention.

IN SCHOOL SUSPENSIONS 6.115

In school suspensions are used for more serious offenses or for students who have caused repeat problems. This suspension will include being removed from the school population for one day with class work in a supervised area. Credit will be given for work completed.

OUT OF SCHOOL SUSPENSIONS AND EXCLUSIONS 6.120

The student policy in regard to suspension and expulsion will follow the provisions in Chapter 122, Article 10, Section 22.6 of the Illinois School Code and with applicable rules and regulations of the Illinois State Board of Education and the Board of Education of the Aviston Elementary School District #21.

Suspension of a student is considered to be a culmination of attempts to correct gross misconduct. This, however, is not meant to preclude the possibility of a sudden show of inappropriate behavior that might be sufficient to justify suspension. The superintendent may suspend a student for up to 10 days for gross disobedience or misconduct, but must notify the parents of the suspension and their right to a hearing and other rights in this issue.

School boards may vote to expel students judged guilty of gross disobedience or misconduct, but only after a hearing before the board or a hearing officer with the parents and the child present to discuss the student's behavior.

DUE PROCESS PROCEDURES FOR SUSPENSION 6.130

Prior to the imposition of suspension, the following procedures shall be observed:

1. The suspending school administrator shall give the student oral or written notice of the charges and the evidence to support such charges.
2. If the student denies the charges, an opportunity shall be given to the student to present an explanation in a conference with the suspending school official.
3. The suspending school official shall make a decision and then inform the student if the suspension is to be imposed.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as soon as possible, not to exceed three school days.

Immediately upon imposition of suspension, the student and parent or guardian of the student shall receive written notice of the following:

1. The reason for suspension, including a copy of specific rules and regulations allegedly violated by the student.
2. Beginning date and total number of days of the suspension.
3. The right to review the suspension as set forth in a request for a review hearing shall be submitted in writing within 10 school days after the receipt of the suspension notices. The review hearing shall take place within 10 school days of the receipt of the request or on a date mutually acceptable to all parties involved.

DUE PROCESS FOR EXPULSION 6.140

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing

officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

INTERNET, TECHNOLOGY, AND PUBLICATIONS

INTERNET ACCEPTABLE USE 7.10

Any user who violates the Internet Acceptable Use Policy shall be subject to disciplinary action including, but not limited to, revocation of access privileges. Additionally, if a user's conduct constitutes a violation of copyright laws, the user and/or the user's parent or guardian may be subject to prosecution under such laws. Any user who intentionally or negligently damages or destroys district hardware and/or software will also be responsible for all costs associated with repair and/or replacement parts and services. Reading devices may be used with teacher approval.

NON-SCHOOL-SPONSORED PUBLICATION/WEBSITES 7.20

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

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

OFF CAMPUS WEBSITE USE 7.30

Using a home-based or off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable laws or school rules. Should such misuse be determined, the students may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

SEARCH AND SEIZURE

SEARCH AND SEIZURE 8.10

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 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 administrator 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.

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.

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.

LOCKER SEARCH POLICY 8.20

School lockers are owned and controlled by the district and locker inspections may occur periodically throughout the school year.

VALUABLES 8.30

Bicycles should be locked up with a chain and padlock. Bike racks are not monitored and the school is not responsible for losses.

If a child brings a large sum of money to school, it should be given to the teacher, or kept in the office for safekeeping. No money or valuables should be kept in a desk or locker or in the student's possession during the school day. The school will not be responsible for lost or stolen items if this policy is not followed.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITES

EXTRACURRICULAR ACTIVITIES 9.05

Extracurricular activities shall mean any activity: academic, sports, band or other, which meets on a regular basis after-school hours for the purposes of preparation for competition, program, or event. These activities must be sponsored by Aviston Elementary School to be considered an extracurricular activity.

Other activities shall include any athletic team, club or association, which meets with students of the school, but is not sponsored by the school. These activities may include Boy Scouts, Girl Scouts, 4H, or any sport sponsored by another organization.

All students who participate in extracurricular activities are expected to maintain a passing grade in all core subject areas such as Math, Science, Language Arts (this includes Literature, English and Spelling) and Social Studies. A student who has a failing grade (F) at the time of a grade check by the administration, shall miss one week of activities, practices, and games the first time. A grade check must include a minimum of three grades to be considered ineligible. If the student brings his/her grade up to a passing mark in one week's

time, the student will be reinstated to the team. The second time that a student receives a failing grade, the student will be suspended for two weeks, with the same chance for reinstatement as above. On the third offense, the student will be dismissed from the team. The grade check punishments start over with each new season a student plays.

Grade Checks:

- Grades will be checked every Friday.
- If a student/athlete has an 'F' in a core subject at grade check, the student will be ineligible for a period of one week beginning the following Monday through Sunday.
- An 'F' in a core subject (Math, Science, Language Arts, Literature, Social Science) at grade check will make a student involved in the sports program ineligible. The following rules will govern the ineligibility time:
 - o The first time that a student received an 'F' or more than one 'F', that player will be ineligible for games and/or practices for a period of one week. During that time, the grade must be brought above an 'F' and improvements must be shown in the subject(s) or the players will remain ineligible.
 - o The second grade check with an 'F' will result in two weeks out of games and practices.
 - o The third time the student has an 'F', that player will be removed from the team.
 - o These rules only pertain to one sports season. When another season begins, a student starts over with their grade checks.
 - o Coaches may discipline a player for an assignment or conduct detention.
 - o Special education student grade checks will be dealt with individually according to their Individualized Education Plan.

ATHLETIC PARTICIPATION 9.07

Attendance: A student must be in attendance in the school for at least the second half of the school day in order to participate in any extracurricular activity that may occur later in the day or evening

Special Cases: The exceptions to the rule shall be the following:

1. An appointment with a doctor, dentist, eye doctor, orthodontist, etc., that is non-illness or injury related.
2. Special events such as weddings, funerals, or family situations.
3. School-related absences for events such as math contest, etc.

Health Certificates: All students who participate in athletic events must have certification of a physical examination from a physician on file for each year of participation. This physical is required before a child attends any practice session or games.

Physicians Approval After Injury or Illness: Any student who has missed at least one week of school due to illness or has missed athletic contests due to being under a doctor's care, must have a signed statement by the doctor releasing him or her from the doctor's care on file with the athletic director.

One School Event Per Day: Players that play above their grade level are limited to one sporting event per day. That includes practices and/or games.

ACTIVITY TRANSPORTATION FEE 9.08

On April 23, 2014, the Aviston Elementary School Board District Board of Education approved the following fees regarding transportation of after school teams and activities:

- Extracurricular Activity Fee = \$25 per student**
- Baseball/Softball = \$35 per student**
- JV/Varsity Basketball (Boys & Girls) = \$75 per student**
- 5th/6th Grade Basketball (Boys & Girls) = \$35 per student**
- Volleyball = \$50 per student**
- Track = \$25 per student**
- Scholar Bowl = \$25 per student**
- Cheerleading = \$75 per student**

These fees will cover the cost of transporting teams to and from destinations without the school having to use money from the Transportation Fund. Students on Free and Reduced Lunch will not be assessed a fee. Fees are due 2 days prior to the first scheduled game (when try-out practice schedules allow).

The district will not provide transportation for activities on weekends. The extracurricular transportation fee will pay for Monday – Thursday costs of bussing students to games and contests. Parents will be responsible for getting players to the games on time on Friday, Saturday & Sunday.

The school board agreed to adding and extracurricular fee to students who are participating in sports and scholar bowl, in addition to the transportation fees. All students participating in sports will be required to pay \$25 per extracurricular activity and will be due the first week of practice, after tryouts are over.

TITLE IX – SEX EQUITY 9.09

It is policy of the Aviston Elementary School District #21 that its educational and extracurricular programs, activities, services and benefits will be provided to students without discrimination on the basis of sex and that no student shall, on the basis of sex, be limited in the exercise of any right, privilege, advantage or opportunity.

Aviston Elementary School District #21 does not discriminate on the basis of actual or potential marital or parental status, and no student in the district shall be subjected to sexual harassment by any school employee, by other students, or by the effect of any school policy or practice.

ATHLETIC EVENT ATTENDANCE 9.12

Rules: All students who wish to attend athletic events at Aviston Elementary must abide by behavior guidelines as given in the handbook, and reviewed by each teacher before the first athletic event game of each school year. Students must be fourth grade or higher to attend games without a parent, guardian, or high school age student and must be in at least sixth grade to ride on the bus to away games.

Violation of the behavior rules: Students who violate the behavior guideline will be warned once by the game supervisor, and may be asked to miss one game. For the second offense, one or more game(s) will be missed. For the third offense, the student will be banned from the games for the remainder of that season. The administrator should call the parents or guardian to notify them of the warning before the first suspension.

Violation of academic rules: Students who are deemed ineligible because of poor academic performance may not attend practice or games in any manner.

PARENT EXPECTATIONS 9.13

Parents or guardians are also expected to behave properly as good role models. Anyone removed from a game by administration or by the game officials may not attend the following game. This is a SIJHSAA sports association rule that our school must follow.

Any parent that has a concern about their son or daughter's playing time or experience while in a extra-curricular, has the right to talk to the coach or moderator. Playing time, practice situations or any other reasonable questions are welcome, however, no parent shall talk to a coach on the floor or near the field directly after a game or match. An appointment must be made by phone or email so a private conversation can be held. Any coach who is stopped by a parent after a game or match has been instructed to leave the situation and schedule a meeting the next day. Coaches may leave the conversation if it is within 24 hours of the completion of the game. The athletic director or superintendent may be asked to organize the meeting.

Parents are not allowed to attend the practice(s). This is not done to keep anything secret, but merely to allow each boy or girl to have an equal chance to impress the coach without distractions. On some occasions, the presence of a parent can be a distraction to all the players or coaches. Parents sometimes get too involved and try to help coach from the sidelines, which can hurt the fluency of practice. Special permission may be granted by the coach, athletic director or superintendent for attendance at practice.

LEAVING EXTRACURRICULAR EVENTS 9.15

Home Games or Events at Aviston Elementary: Any student participating in an event must have the permission of their coach or supervisor to leave and/or return to the event.

Away Games or Events from Aviston Elementary: Any student who takes school transportation to a school event must return by that transportation. A student will be released from this commitment to a parent or guardian upon signing out on a sign out sheet. A child **may** be released to someone else if the parent or guardian has sent a note requesting this before the event.

EXTRACURRICULAR EXPECTATIONS 9.16

As representatives of the school district, student involved in extracurricular activities must have good behavior. Anyone that receives one or two conduct detentions in a school year may be punished by their coach/moderator as he/she sees appropriate. A third conduct detention in a school year will result in a two-week suspension from activities, games, and practices. A fourth conduct detention will result in the student being deprived from playing on any extracurricular teams at Aviston Elementary for the remainder of that school year.

CLUBS/ORGANIZATIONS 9.17

No clubs or organizations may be formed in a classroom without the permission of the school administrator. These clubs or organizations must have a school-related purpose.

BAND 9.18

A school band is provided for students to join in 4th-8th grade. All students who belong to band must follow the Extracurricular Activities participation policy in this handbook. The band instructor provides a separate policy concerning band members to the parents at the beginning of each school year.

ATTENDANCE AT SCHOOL-SPONSORED DANCES 9.20

Attendance at school-sponsored dances is a privilege. Only students who attend the school and participate in the given activity may attend school-sponsored dances, unless a school administrator or designee approves a student's guest in advance of the event. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances

Students who violate the school's discipline code will be required to leave 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.

Because dances are school-sponsored, a student must have a parent's consent to leave the function early. Parents must come pick up their students and only their students, unless a prior note is given to the chaperones.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES 9.30

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.

SPECIAL EDUCATION

SPECIAL EDUCATION 10.10

The Aviston Elementary School District #21 is a member of the Kaskaskia Special Education District. If a child shows evidence of having a disability, whether in learning or of an emotional nature, he/she will be referred to the Kaskaskia Special Education District for testing by a school psychologist with the permission of the parents. The results of tests and possible placement will be decided in a conference among the psychologist, the superintendent or his/her designee, a general education teacher, special education teacher, and the parents.

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 school superintendent.

MISCONDUCT BY STUDENTS WITH DISABILITIES 10.20

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

EXEMPTION FROM PE REQUIREMENT 10.30

A student in grades 3-8 who is eligible for special education may be excused from physical education courses if:

- The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive a special education support and services.
- The student's Individual Education Program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individual Education Program; or
- The student has an Individual Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

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

STUDENT RECORDS AND PRIVACY

REPORT CARDS 11.05

Student reports are used to indicate the child's progress in his/her lessons, preparations, behavior, and attitudes. Teachers employ a variety of methods of parent notifications in addition to student reports: online grades in InformationNow, parent signature on tests, notes in student planners, student checklists, emails, etc. Continual communication between parents and teachers is essential throughout the child's school experience.

GRADING SCALE

Aviston Elementary uses the following grading scale from second-eighth grade. 93-100 A, 85-92 B, 84-75 C, 67-74 D, & 66 and below F. A skills-based checklist is used at various grade levels. The average of all student reports goes on a student's permanent record.

HONOR ROLL 11.07

The Aviston Elementary School Board and faculty in an effort to strengthen all academic subjects have initiated an Honor Roll Program for all students in 6th, 7th and 8th grades.

High Honors: The student received a 4.75 grade point average and above, of a possible 5.0 on all academic work for the quarter.

Honors: The student receives a 4.25 up to and including a 4.74 grade point average on all academic work for the quarter.

High Honors and Honors are based on the following subjects in each quarter: Language Arts (*this includes English, Literature and Spelling*), Mathematics, Social Studies, Science.

STUDENT PRIVACY PROTECTIONS 11.10

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. Sexual behaviors or attitudes.
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 program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon request, and 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.

STUDENT RECORDS 11.20

Student records are confidential and they shall not be released other than as provided by law. Student records include grade transcripts, accident and health reports, attendance records, honors/awards received, and participation in school activities. Parents have access to educational records maintained by the school system. If you would like to see your child's records, please provide the school office a few days notice.

Permanent Records – Permanent records include names, date and place of birth, gender, grades, class rank, attendance, accident reports and health records, honors and awards, participation in school activities, and a record of any release of information. The District maintains permanent records for a period of 60 years.

Temporary Records – Temporary records include family background, test scores, psychological, intelligence and personality tests, achievement tests, participation in extracurricular activities, honors and awards, teacher comments, discipline records, special education files, and records of any release of information. Temporary records are maintained at the school for a period of five years.

The Principal maintains records of teacher discipline referrals and student penalties. Referrals are maintained separately from student permanent and temporary records. Discipline referral records are maintained and managed with the same policies and procedures as other student records.

Release of information: The family Educational Rights and Privacy Act (FERPA) and the Illinois Student Record Act (ISSRA) permit the district to release student directory information which includes a student's name, address, telephone number, gender, grade level, parents' names and addresses, academic awards, degrees, honors, and information in relation to school sponsored activities, organizations, and athletics. District #21 releases student and parent names, addresses, and telephone numbers to the PTCC. From time to time, District # 21 also releases student names to the press, in connection with participation in school sponsored activities and academic awards.

PARENTAL RIGHT NOTIFICATIONS

TEACHER QUALIFICATIONS 12.10

Parents/guardians may request information about the qualifications of their child's teacher(s) 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 waved;
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 12.20

PARCC testing will be administered in March (PBA) and May (EOY). AimsWeb Assessments are given three times per year to Kindergarten students. DiscoveryEd testing is given three times per year to 1-8 grade students. The Explore test is given to 8th grade students in January to help place them in the appropriate classes for high school. Every reasonable effort should be made to have students in attendance during these testing days. Standardized test scores are one and only one indicator of a child's ability and achievement. They are to be considered as part of the total picture along with teacher-made tests, daily lessons, and classroom observations. Parents can assist their students achieve 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, including number 2 pencils;
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 12.30

When a child loses permanent housing and becomes a homeless person as defined at 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.

Aviston Elementary provides services and assistance according to the McKinney-Vento Homeless Education Act. Lisa Niemeyer, Assistant Principal, is the homeless liaison.

NOTICE TO PARENTS ON SEX EDUCATION INSTRUCTION 12.40

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

A sample of the District's instructional materials and course outline for these classes or course are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement and return it to your child's classroom teacher within 5 days.

"I request to examine the instructional materials and course outline for this class".

Request according to State law, no student is required to take or participate in these classes or course. There is no penalty for refusing to take or participate in such a course or program. If you do not want your child to participate in these classes or course, please complete the following class attendance waiver statement and return it to your child's classroom teacher within 5 school days.

"I request that the District waive the class attendance of my child in a class or courses on:"

- 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
- Instruction on donor programs for organ/tissue, blood donor, and transplantation

PARENT INVOLVEMENT COMPACT 12.50

The school annually has meetings for all Parents/Guardians, which takes place two or three times during the school year. A notice will be made in the school newsletter. The Parent/Teacher Communication Club (PTCC) was formed to encourage cooperation between the school and home. The meetings serve as a forum for the exchange of ideas and information. Through the organization, parents offer assistance to the school in a variety of program

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.

The 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 school superintendent.

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.

TITLE I 12.55

Aviston Elementary uses the Title I program when funds are available. See the Superintendent if you have questions.

ENGLISH LANGUAGE LEARNERS 12.60

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

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

SCHOOL VISITATION RIGHTS 12.70

The Aviston Elementary School District shall make time available for regularly scheduled, non-emergency school visitations by parents and guardians during both regular and school hours and evening hours. Upon request, the Aviston School District shall provide a parent or guardian with documentation of school visitation on a District form, which may be submitted, to the parent's or guardian's employer as verification of the exercise of school visitation rights. Questions regarding school visitation rights may be directed to the superintendent at the school office.

SPRAYING FOR PESTS 12.80

Periodically, the building will be sprayed for pests. Spraying will occur only when there is at least a 48-hour period between spraying and student attendance. If you have a concern about this issue, please contact the Superintendent.

MANDATED REPORTS 12.90

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.

TRANSFER 12.100

If a child is moving to another school district, parents should notify the school office at least two days prior to the last day the child attends. Parents are asked to come to the office to sign a slip giving permission to release records to the next school.

SEX OFFENDER NOTIFICATION LAW 12.110

The administration of Aviston Elementary School District is in compliance with the Sex Offender Community Notification law. Parents may use the sexoffender.com website to search for offenders in the area. 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 – he/she 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 he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

VIOLENT OFFENDER COMMUNITY NOTIFICATION 12.120

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/>.

CHILD CUSTODY 12.130

A child will be released from school only to the parent who has custody of that child, or to a person designated by that parent. A copy of the most current court order concerning the custody of the child must be kept on file in the school office. If other arrangements for transportation of a child are made by the parent with custody, a written note signed by the parent with custody, must state the following:

1. The person who is to pick up the child.
2. The date and time the child is to be picked up.
3. A note will be required for each day that other arrangements are made for the child.
4. Aviston Elementary reserves the right to deny pickup by anyone not on the child's designated list of emergency caretakers. Notes and/or phone calls to the office about special circumstances are required.

SEXUAL HARASSMENT 12.140

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests in sexual favors, and engages in other verbal or physical conduct of 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 unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Superintendent.

Nondiscrimination Coordinator & Complaint Manager:

Name: Dr. Tami Kampwerth
Address: 350 South Hull Street
Aviston, IL 62216
Telephone: 618-228-7245

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

SCHOOL PROPERTY RULES

WEAPONS OR DANGER TO STUDENTS 13.10

The Aviston Elementary School District reserves the right to use personal searches of clothing and belongings, or desks and lockers, and of other belongings if the personal safety of students is in danger because of the threat of a weapon. Any weapon will be given to the proper authorities or returned to the parents or guardian after a conference. If a student is caught on the grounds with a weapon of any type, the punishment will be a suspension or expulsion, depending on the severity of the action by the student and the type of weapon used.

TOBACCO AND TOBACCO PRODUCTS 13.20

Aviston Elementary School is a tobacco free school. Adults and children should refrain from using any tobacco products anywhere on the property in compliance with the Illinois State Law.

DRUGS AND INTOXICATING BEVERAGES 13.30

Any person who sells, purchases, possesses, uses, or aids in the procurement of intoxicating beverages, narcotics, illegal drugs, or look-alikes on the school grounds or at a school function of any kind, at any time, will be subject to disciplinary action by school authorities. Violators of this policy will be suspended or expelled depending on the severity of the action and number of times the policy has been violated. Unauthorized drugs are those drugs for which a student does not have a valid doctor's prescription or a current note from the student's parent or guardian authorizing the taking of drugs for medicinal purposes. The faculty, staff and administration of Aviston Elementary School will make every effort to teach, promote and model appropriate behavior in relation to drugs and alcohol. Any student who voluntarily asks for help in relation to a drug or alcohol problem will not have disciplinary action taken against him/her. The intervention team will instead help that child and his/her parents find the appropriate program that is needed. The parents will have to enroll or enter the student in the program. The Aviston Elementary School District may use trained police dogs to search student's lockers for drugs and alcohol or illegal materials. The school district will also use personal searches of the clothing and belongings of students who are suspected of having illegal drugs or alcohol.

CELL PHONE USE ON PROPERTY 13.35

State law prohibits the use of cell phones while driving in Illinois.

- Changes to the student handbook are found on the following pages:
 - Page 3 (under Visitors)
 - Page 4 (under Invitations & Gifts)
 - Page 4 (under Wellness Policy)
 - Page 5 (under Attendance Policy)
 - Page 6 (under Truancy)
 - Page 9 (under Health)
 - Page 12 (under General Rules)
 - Page 13 (under Playground Rules)
 - Page 13 (under Cheating)
 - Page 14 – 19 (all information)
 - Page 19 (under Field Trip Privilege)
 - Page 20 (under Consequences for Misconduct)
 - Page 20 (under Detentions)
 - Page 20 (under Detention Process)
 - Page 21 (under Detention Procedures)
 - Page 26 (under Attendance at School-Sponsored Dances)

STUDENT HANDBOOK ACKNOWLEDGEMENT 13.40

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students, where possible, of any changes to the handbook as soon as is practical.

Student Name(s): _____
Print name(s)

Signature of Parent or Guardian

Date

Guidelines to Illnesses

Fifth's Disease – is a common childhood illness. It is sometimes called "slapped cheek disease" because the rash that some people get is on the face. Rash looks red and lacy. It is spread by coughing and sneezing. This illness is spread while the child has flu-like symptoms before the rash appears. To treat: the child needs rest, fluids and pain relievers, if needed. As soon as the child gets a rash, they may return to school.

Chicken Pox – a highly contagious disease caused by a virus. It is spread from person-to-person by direct contact or by sneezing and/or coughing. Symptoms usually start about 2 weeks after exposure, including a fever, feeling of tiredness and an itchy rash. The rash usually starts on the chest, stomach or back, then will progress to the face. Chicken pox is contagious 1 – 2 days before the rash appears AND until all the blisters have formed scabs. Once the pox have all scabbed over, the student can then return to school (usually 3-5 days). Treatment: Acetaminophen can be given to reduce fever. Do NOT give aspirin. Calamine lotion and antihistamines can help reduce itching.

Hand, Foot & Mouth Disease – is a common viral illness in children & infants. The disease causes fever & blister-like eruptions in the mouth and/or a skin rash. This usually begins with a fever, poor appetite, feeling vaguely unwell, and often a sore throat. 1-2 days after the fever, painful sores usually develop in the mouth. They begin as small red spots, then develop into ulcers. They are usually located on the tongue, gums and inside of cheek. A non-itchy rash develops over a 1-2 day period. The rash will have flat or raised spots, sometimes with blisters. This rash is usually located on the palms of hands and soles of the feet. This disease is spread person-to-person by sneezing, coughing, touching things infected people have touched and not washing hands. It is most contagious the 1st week. Treatment: NONE. Fever and pain can be treated with medicine (Tylenol/Motrin). A child may return to school once the rash is gone and they are fever free for 24 hours without medication.

Head/Body Lice – If a person has head/body lice, they must be treated immediately. Over-the-counter medications and prescription are effective. Treatment: Remove all clothing. Apply head lice medication according to label instructions. Have the person bathe and put on clean clothes after treatment. Repeat treatment in 7-10 days. If a student has head/body lice, they may not return to school until 24 hours of medication has been given.

Influenza – is a respiratory illness caused by a virus. Symptoms include fever, muscle aches, headache and fatigue. Respiratory symptoms are a cough, sore throat, and a runny or stuffy nose. Although nausea and/or vomiting can accompany, it is rarely prominent. The flu is spread person-to-person, usually by coughing and/or sneezing, touching things that an infected person has touched and not washing your hands. Treatment: get plenty of rest, and drink lots of fluids. A child may return to school after they are fever free for 24 hours without medication.

Pink-Eye – is a redness and swelling of the mucous membrane that lines the eyelid and eye surface. Symptoms include eye redness, swollen, red eyelids, more tearing than usual, a feeling that something is in the eye, an itching/burning feeling; mild sensitivity to light, drainage from the eye. There are 2 types of pink-eye, bacterial & viral and both are highly contagious and spread very easily. Viral pink-eye will clear up in 3-5 days and medicine does not work for this. Bacterial pink-eye will clear up with 2 doses of prescription medication. If you have medication for pink-eye and it does not clear up within 24 hours, you probably have viral pink-eye. A student with viral pink-eye may return to school after the eyes clear up (3-5 days). A student with bacterial pink-eye may return to school after 24 hours of medication has been administered.

Strep Throat – is a virus that causes the person to have a sore throat. It feels like you are swallowing needles. Symptoms include sore throat, fever and fatigue. If you have a sore throat that continues for more than 3 days, we recommend seeing a doctor to be tested for strep. Strep is spread from person-to-person by coughing, sneezing, drinking out of the same cup, touching things that an infected person has touched and not washing hands. Treatment: Prescription medication. A student may not return to school until they have been on medication for at least 24 hours and are fever free for 24 hours without medication.

Swine Flu – is an influenza that are caused by a H1N1 virus. Symptoms include fever, disorientation, stiffness of joints and vomiting. It is spread much like the seasonal flu, coughing, sneezing, touching things infected people have touched and not washing hands. Treatment: The CDC recommends using Tamiflu to help with the swine flu. A student may not return to school until they are fever free without medication for 24 hours.

These are some illnesses that we encounter throughout a school year. If a student has a fever, you must keep the student at home until they are fever free for 24 hours WITHOUT medication. While a student has a fever, they are usually contagious. If a student develops a fever over 100.5 while at school, a parent or guardian will be notified and they must pick the student up immediately.

If your student has any of these illnesses, please let us know in the office. It helps to know what to look for when other students become ill.

**Breakdown of Lunch & Milk Prices
Lunch Only**

	One Day	One Week	One Month (20 Days)	Start of school until winter break	Entire School Year (this could change with snow days)
1 child	\$2.50	\$12.50	\$50.00	\$210.00	\$440.00
2 children	\$5.00	\$25.00	\$100.00	\$420.00	\$880.00
3 children	\$7.50	\$37.50	\$150.00	\$630.00	\$1,320.00
4 children	\$10.00	\$50.00	\$200.00	\$840.00	\$1,760.00

Lunch + Milk at milk break

	One Day	One Week	One Month (20 Days)	Start of school until winter break	Entire School Year (this could change with snow days)
1 child	\$2.85	\$14.25	\$57.00	\$239.40	\$501.60
2 children	\$5.70	\$28.50	\$114.00	\$478.80	\$1,003.20
3 children	\$8.55	\$42.75	\$171.00	\$718.20	\$1,504.80
4 children	\$11.40	\$57.00	\$228.00	\$946.20	\$2,006.40

Prices for the 2015-2016 School Year

LUNCH = \$2.50 PER STUDENT PER DAY

MILK = \$.35 PER STUDENT PER DAY