

# Aviston Elementary Parent & Student Handbook



“Home of the Eagles”

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

**2020-2021 School Year**

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**STUDENT HANDBOOK ACKNOWLEDGEMENT**

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)

Student Name(s): \_\_\_\_\_  
Print name(s)

Student Name(s): \_\_\_\_\_  
Print name(s)

Student Name(s): \_\_\_\_\_  
Print name(s)

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

# INTRODUCTORY INFORMATION AND GENERAL SCHOOL INFORMATION

## PURPOSE 1.00

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 1.10

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:

Brad Eversgerd – President  
14064 Jem Drive  
Aviston, IL 62216

Craig Strubhart  
13920 Ranz Rd  
Aviston, IL 62216

Randy Voss  
199 Kalmer Dr.  
Aviston, IL 62216

Lee Jansen  
351 West Elm Street  
Aviston, IL 62216

Kristi Toennies  
11806 Bernadine St  
Aviston, IL 62216

Scott Schulte  
14765 Ranz Rd  
Aviston, IL 62216

Keith Thole  
5221 Chelsea Ct  
Aviston, IL 62216

The regular business meeting of the Board of Education is held on the third Wednesday of each month at 7:00 PM 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. Aviston Elementary School enrolls students in preschool through eighth grade. 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 child 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.

### **SCHOOL TERM 1.30**

Illinois School Law requires a minimum school calendar of 185 days including teacher School Improvement Days, which are approved by the Regional Superintendent of Schools in order to qualify for state aid. A legal school day, which may be counted toward sharing in state aid, is a minimum of five clock hours.

### **SCHOOL HOURS 1.40**

The school building opens at 7:15 AM for those who attend the morning religion program. Students should not arrive prior to 7:15 AM. Students not attending the morning religion program should not arrive until after 7:45 AM and should wait in the school cafeteria for the first bell to ring 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 1.50**

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 (varicella) and are also required by law to have a new physical examination by a physician, 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. (Also see 5.10)

### **VISITORS 1.60**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed 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 a button (located to the left of the door) 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 enter the office to sign-in and identify their name, date, time of arrival and the classroom or location they are visiting. 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 himself/herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

### **EQUAL OPPORTUNITY AND SEX EQUITY 1.70**

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. 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 email addresses of students.

## **SCHOOL CLOSING – INCLEMENT WEATHER 1.90**

The automated 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 (emergency) closings. Because our district shares buses with others, the decision is made by the Clinton County Consortium. The automated phone system will call designated numbers to inform everyone within 30 minutes of a decision to close school.

Information concerning school closings due to inclement weather may be found 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 included in Clinton County Schools. The television stations will carry the school closings during the evening newscasts if a decision has been made.

In the case of a closing for non-weather related issues, our automated phone system will again be the primary means of contacting parents.

For your child's safety, make certain you have an emergency plan in place in case of an early dismissal. If the school dismisses early for an emergency, all after-school functions are automatically canceled.

## **STUDENTS WITH FOOD ALLERGIES 1.100**

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 the school superintendent.

## **STUDENT WELLNESS POLICY/TREATS AND SNACKS 1.110**

In order to promote better health among our students, school policy does not allow treats, including food, candy or soda, during the school day. Food and drink brought into the classroom is prohibited unless approved at the teacher's discretion and Superintendent's approval. Parties called at the teacher's discretion with the superintendent's approval for special occasions will be allowed. Healthy food choices will be encouraged at all celebrations.

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

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES 1.120**

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 AND COURSES**

## **ATTENDANCE POLICY 2.00**

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. 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 by 9:00 AM to report absences, giving the child's name, grade, and cause of absence. Absences can be reported to the office by phone or email.

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

- Excused absence includes illness (up to 10 of the last 180 school 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.
- Unexcused absence is any absence that is not listed above.

For an absence to be considered excused, a parent or guardian must notify the school via phone, email or note. 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 to the office.

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 – each student receives two 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.

**Tardy** - Students should be in their classrooms by 8:25 AM (tardy bell). If a child arrives after the tardy bell, he/she must report to the office with a written excuse signed by a parent or guardian. If a child must leave school early for any reason, a written excuse, signed by a parent or guardian, must be given to the homeroom teacher and will then be forwarded to the office. Students must sign out from the office any time they leave the campus.

An excused tardy will be the result of a medical appointment or other unavoidable event that can be documented by the parents with a note or phone call. One tardy per year will be waived if it is excused for the purposes of awarding perfect attendance.

An unexcused tardy will be the result of a late arrival that is not a medical appointment or unavoidable event. For the purposes of the school district, five unexcused tardies will be counted as a day of absence.

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. The district must follow these guidelines completely in order to satisfy the Illinois State Code.

### **TRUANCY 2.10**

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 can result in either thirty days in jail and/or fine of up to \$500.00.

Per the Regional Office of Education's (ROE) policy, if a student has four unexcused absences, 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 unexcused absences, another letter will be sent to the student's parents and a letter will also be sent to the ROE's RAP. Truancy officers with RAP will then monitor the student's attendance and if a student reaches nine 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 and will be presided over by the Regional Truant Officer.

All unexcused absences go back 180 school days.

### **HOME AND HOSPICE/HOSPITAL INSTRUCTION 2.20**

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.

### **GRADING AND PROMOTION 2.30**

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 in grades K-7 will not be promoted for any reason not related to academic performance.

### **RETENTION 2.40**

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 April 1 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. If retention is being considered, a conference with the teacher, parent and superintendent will be held. The final decision will rest with the school administration.

### **PHYSICAL EDUCATION 2.50**

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 is also required for a student to come back after an injury.

## **STUDENT FEES, MEAL COSTS AND LUNCH PROCEDURES**

### **FINES, FEES AND CHARGES; WAIVER OF STUDENT FEES 3.00**

The school establishes fees and charges to fund certain school activities. Some families 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 Article 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 3.10**

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 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/juice 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 \$2.80 per day. Milk prices are \$.35 per milk per day. A student that eats lunch and has additional milk at milk break, will spend \$3.15 per day. Students will receive a reminder statement if their

account has a negative balance. After a child has charged five lunches without bringing the balance to a positive amount, a sack lunch provided by the cafeteria staff and milk will be given in place of the regular student lunch until the balance is paid and the account is active. Students with an unpaid balance from prior years will not have their accounts activated until their balances have been paid.

Aviston Elementary also offers an online program called E-Funds through Chalkable for parents to review balances and pay for student lunches online. Student account IDs can be obtained through the office and are listed on all lunch account notices. Access to the online program can be found on the school's website.

### **LEAVING THE SCHOOL GROUNDS FOR LUNCH 3.20**

Students may go home for lunch. For safety reasons, they must bring a dated, signed note for each day or a note for the whole year, indicating their intent to go home during their lunch and recess time. 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 unless approved by the superintendent.

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.

A student will receive a tardy if they do not return during their designated lunch/recess time.

### **RECESS 3.30**

Recess is the period before or 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 rules for recess and work on fair play and getting along with others. (See pg. 12 for playground rules)

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 an activity or discipline action in the building. This note will 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 indoor rules.

### **BOOK RENTAL & TECHNOLOGY FEES 3.40**

Book rental is charged on textbooks and technology fees are charged on the use of any technology at Aviston Elementary. 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 from July through the first week of school. Fees can be paid through the school's online payment system after July 1. If you cannot pay all at once, arrangements must 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 student will then pay the balance of the book's cost if it cannot be reused. If a textbook or workbook is lost, the student will be issued another and charged for the cost of the textbook or workbook.

## **TRANSPORTATION, BUS RULES AND PARKING**

### **TRANSPORTATION 4.00**

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 a school administrator.



### **BUS RULES 4.10**

1. Be on time at the designated bus stop and to 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 during 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, 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 7:45 AM – 8:25 AM only. It is illegal to pass or park 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 in school zone, regardless of hands-free mode. All parking lot entry is via Hull Street. All parking lot exit is via Fourth Street.

## **HEALTH AND SAFETY**

### **HEALTH 5.00**

Students who have had a fever over 100.4°, unless advised differently by the CDC or IDPH, in the past 24 hours 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 24 hours without an episode.

### **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 preschool and kindergarten;
2. Entering the sixth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

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 reason causing the delay. An appropriate medical professional must sign the schedule and statement of medical reason.

### **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) proof of a completed eye examination, or (2) a letter that 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) proof of a completed dental examination, or (2) a letter 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**

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 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." Forms are available online or in the school office. A new form must be completed for each school year and signed by a physician.

Furthermore, Aviston Elementary School District #21 will not provide medicine of any kind to students without a parent note. Parents may provide medication for their child to be taken during the school day, 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 only if the doctor's prescription accompanies the Student Medical Authorization form.

A student may possess an epinephrine auto-injector (EpiPen® or AUVI-Q®) 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.

Employees will give epinephrine shots in an emergency situation.

### **GUIDANCE AND COUNSELING 5.30**

The school provides a guidance and counseling program for students. The school's counselor(s) is 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 5.50**

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 the building. Aviston Elementary 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 5.60**

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

1. Parents are required to notify the office 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 provides 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 5.70**

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 full day of school missed will be considered an excused absence. Further absences will be unexcused.

### **FIRST AID 5.80**

The school first aid supplies are kept in the school office. The school secretary or administrator will attend to any student needing first aid.

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

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

### **CPR TRAINING 5.90**

AED and CPR Video training can be found on the IHSA website. A video on hands-only cardiopulmonary resuscitation and automated external defibrillators is posted. We encourage parents and staff to view it at <http://www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx>.

## **DISCIPLINE, CONDUCT AND DRESS CODE**

### **GENERAL RULES 6.00**

1. Students must respect the authority of teachers, paraprofessionals and administrators.
2. Students must be kind in speech to one another.
3. Students must be kind, keep hands to themselves and refrain from physical contact.

4. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's property is prohibited.
5. Students may not use profanity at any time.
6. Students must be quiet while loading buses and during all fire and disaster drills.
7. Students must move quietly in the school hallways during periods of transition.
8. Cell phones and smart watches must be turned off and placed in lockers or backpacks if brought to school. If a student uses 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. After a second cell phone offense, a conduct detention will be administered and the phone will have to be picked up by a parent in the office. A third offense will result in the same consequence as the second, and the student will be required to check the phone into the office on a daily basis if brought to school.
9. Electronic readers (ex. Kindle, Nook, iPad) are acceptable in the classroom as permitted by the teacher. If a student uses the device for inappropriate purposes (internet without permission, gaming, etc.), they will lose electronic reader privileges, it will be confiscated and a parent will be called to pick it up from the office. After a second electronic reader offense, a conduct detention will be administered and the reader will be picked up by a parent in the office. A third offense will result in loss of electronic reader privileges for the remainder of the school year.
10. Aviston Elementary does not recommend that students bring toys and electronic equipment to school. (iPods, MP3 Players, Gameboys, Nintendo DS, etc.). If they are brought, these items must stay in their locker upon entering school. If caught using the equipment during the school day, it will be confiscated and a parent will be called to pick up the item. After a second offense, punishments will follow the cell phone policy stated above.
11. Aviston Elementary is not responsible for lost or stolen electronic equipment.
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 prohibited in the library and computer labs.
16. Students may not leave the campus during the school day without presenting a dated note and then must sign out from the office. Students must sign in upon their return to school.
17. Students must 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 is prohibited.

### **CAFETERIA RULES 6.10**

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

1. Students must obey cafeteria supervisors.
2. Students must clean up their area before leaving.
3. Students may not trade food or give food to others as this is a health safety concern.
4. Students must talk in a conversational tone.
5. Students must stay at their table until dismissed.
6. Students must clearly LABEL packed lunches that contain peanut products, notify his/her teacher of the contents, and eat at the designated "Nutty Buddy Peanuts/Allergens" table.

### **CLASSROOM RULES 6.20**

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

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

### **PLAYGROUND RULES 6.30**

1. Children must 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 may not be bounced, kicked, thrown off campus, against the building or on the roof.
8. Students must respect school property.
9. Students may 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 must line up immediately when the bell rings.

### **CHEATING 6.40**

Cheating in any form is strictly prohibited. Students found cheating or helping another student cheat will be given a zero on that particular work and will receive an automatic conduct detention.

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 6.50**

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 permitted. 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 are from April 15th until October 15th. (These dates are subject to change at the Superintendent's discretion, due to weather forecasts).
  - 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 tip of student's middle finger when arms are held straight at sides.
  - b. Shorts must be worn under skirts or dresses.
  - c. Spandex, biker shorts or tight fitting shorts or skirts are not permitted.
  - d. Leggings, full-length yoga pants and capri yoga pants must be worn with a top that covers the midsection and bottom.
  - e. Slits, cuts, holes, or mesh above the knee of any shorts, skirts, jeans, or pants are not permitted.
3. Shirts without collars and sleeveless shirts must follow these guidelines:
  - a. Underwear or armpits may not be visible
  - b. Low-cut V-neck shirts are not permitted
  - c. Spaghetti or thin strapped shirts are not permitted
4. Bellies and backsides must be covered when sitting or standing.
5. Halter-tops, bare midriffs, racerbacks, tank tops and tube tops are not permitted.
6. Fishnet style or see-through shirts, blouses, or leggings are not permitted.
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 to encourage safety and comfort. Flip-Flops are not allowed. High heeled and open toed shoes and shoes without a back are discouraged.
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, and drawstring flannel pants are not permitted.

### **DRESS CODE VIOLATION CONSEQUENCES 6.60**

Students who arrive at school wearing inappropriate clothing items, at an administrator’s discretion, will receive the following consequences:

1. First incident - If the violation is not deemed serious, the student and parent will receive a letter or phone call asking that 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 within the same school year.
3. Third incident - A third incident and each thereafter will result in a conduct detention and the progression of consequences associated with additional conduct detentions.
4. The office will provide an over-shirt to cover inappropriate dress when necessary.

### **STUDENT DISCIPLINE 6.70**

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 6.80**

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 6.90**

The school administrator has the right to discipline for the unexpected – this includes situations that could not have been anticipated to be addressed in the Student Handbook.

### **PREVENTION OF AND RESPONSE TO STUDENT BULLYING, INTIMIDATION, AND HARRASSMENT 6.100**

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 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:

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

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

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

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, paraprofessionals, coaches, 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 is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
- Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable

speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Name: Phillip Hamil  
Address: 350 S. Hull St, Aviston, IL 62216  
Email: phamil@avistonk-8.org  
Telephone: 618/228-7245

- 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.
  - o Notifying the building principal or school administrator or designee of the report of the incident of the bullying as soon as possible after the report is received.
  - o 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:
  - o The frequency of victimization
  - o Student, staff, and family observations of safety at school
  - o Identification of areas of a school where bullying occurs
  - o 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. Students are encouraged to report incidents to the Superintendent.
  - 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.

**Sexual Harassment Prohibited:** Sexual harassment of students is prohibited. Any person, including a district employee, an agent of the school or a 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 this unwelcomed conduct resulting in affecting the decisions made regarding a student's academics.

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/incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator or Complaint Managers. 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 Nondiscrimination Coordinator or Complaint Managers for appropriate action.  
Nondiscrimination Coordinator:

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

Complaint Managers:

Name:	<u>Phillip Hamil, Superintendent</u>	<u>Lisa Niemeyer, Assistant Principal</u>
Address:	<u>350 S. Hull St, Aviston, IL 62216</u>	<u>350 S. Hull St, Aviston, IL 62216</u>
Telephone:	<u>618/228-7245</u>	<u>618/228-7245</u>

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 knowingly making 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 6.110**

One field trip per classroom per year is approved. If a class plans more than one per year, special permission from the Superintendent is required. Students are expected to conduct themselves as they would at school. School dress code will be observed unless noted otherwise by the teacher. No electronic devices are allowed on field trips. This includes cell phones, iPods, iPads, e-readers, etc. Because field trips are a day of learning for the child and his/her class, 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, and Courses policy 2.00).

### **FIELD TRIP PRIVILEGE 6.120**

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. A student receiving 2 conduct detentions or 1 suspension in a semester will lose field trip privileges. The student will stay at school and be supervised during the field trip.

If the child is unable to attend school on the day of the suspended field trip, an in-school suspension on the following school day in attendance will be served.

## **FIELD TRIPS AND CHAPERONES 6.130**

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 are appropriate for more than the class and a few chaperones. Bus transportation may not be available for all chaperones. Chaperones are encouraged to attend to the students at all times and should report student problems to the teacher in charge of the trip.

Board policy 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.

## **CONSEQUENCES FOR MISCONDUCT**

If rules, listed under the “Discipline, Conduct and Dress Code” (6.00-6.60) section are not obeyed by students, consequences will be administered. Consequences for not following the rules may include a warning, loss of recess, loss of extra-curricular privileges, conference with the child, parent or guardian, after school detention, in-school suspension, and/or external suspension up to and including expulsion.

### **CORPORAL PUNISHMENT 7.00**

Corporal punishment will not be administered at Aviston Elementary School.

### **DETENTION 7.10**

Detention is time served after regular school hours as a consequence for inappropriate behavior. Detention is supervised by a certified school district employee and a 24-hour notice is given to the parent or guardian before detention is served. Detentions are held Monday-Thursdays. 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 will first discuss with the classroom teacher or an administrator before detention is assigned. Homework detentions run from 3:05 - 3:35 and conduct detentions run from 3:05 - 4:05. Cheating will result in an automatic conduct detention and a zero for that assignment.

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 (3:05 - 3:35)
- Missing/late/incomplete assignment #5 – 30-minute homework detention (3:05 - 3:35)
- Missing/late/incomplete assignment #6 – 1-hour homework detention (3:05 - 4:05)
- Missing/late/incomplete assignment #7 – 1-hour homework detention (3:05 - 4:05)
  - 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
- Each quarter all students will “start over” in regards to missing assignments.

### **DETENTION PROCESS 7.20**

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, Monday – Thursday, unless an administrator has approved a later date. Detentions are not served on Fridays.
3. Two conduct detentions result in loss of field trip privileges. A student who has lost field trip privilege but is absent on the day of the field trip will serve a 1 day in-school suspension upon returning to school. Each semester, all students will “start over” in regard to conduct detentions.
4. See Extracurricular Expectations 10.60 for details regarding conduct and extracurricular activities.
5. Repeated detentions may result in an in-school and/or out-of-school suspension.

### **DETENTION RULES 7.30**

1. Any type of detention takes precedence over other school activities, including band & sports.
2. Students must be silent during detention.
3. During a homework detention, students must be prepared to do homework or read a book.
4. During a conduct detention, students must copy/write a "Making Good Choices" essay.
5. Students may only leave the detention room with the teacher's permission.
6. Every effort will be made to keep this practice for fifth through eighth graders.
7. Detentions will be used with discretion for first through fourth graders.

### **IN-SCHOOL SUSPENSION 7.40**

In-school suspension is used for more serious offenses or for students who have repeatedly caused problems. In-school suspension will include being removed from the school population with class work in a supervised area. Credit will be given for work completed.

### **OUT OF SCHOOL SUSPENSION AND EXPULSION 7.50**

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 7.60**

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 7.70**

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 8.00**

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.

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **NON-SCHOOL-SPONSORED PUBLICATION/WEBSITES 8.10**

For purposes of this section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., image, MP3 files, flash memory, external hard drives, etc.), or combinations of these whether offline (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

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

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

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

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

## **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES 8.20**

School authorities may not 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.

# **SEARCH AND SEIZURE**

## **SEARCH AND SEIZURE 9.00**

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 property.

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 of their personal belongings left there.

The building administrator may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, 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 9.10**

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

## **VALUABLES 9.20**

Bicycles should be secured with a chain and padlock. Bike racks are not monitored and the school is not responsible for loss.

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 EXTRACURRICULAR ACTIVITIES**

## **EXTRACURRICULAR ACTIVITIES 10.00**

Extracurricular activities shall mean any activity: academic, sports, band or other, which meets on a regular basis, after-school hours, for the purposes of competition preparation, program or events. The 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. The activities may include Boy Scouts, Girl Scouts, 4-H, or any sport sponsored by another organization.

All students who participate in extracurricular activities are expected to maintain a passing grade in any subject area including math, science, language arts, literature, social studies, and electives. A grade check must include a minimum of three grades to be considered ineligible.

#### Grade Checks:

- Grades will be checked every Friday.
- If a student/athlete has an 'F' in any subject at grade check, the student will be ineligible for a period of one week beginning the following Monday through Sunday.
- An 'F' in any subject area (math, science, language arts, literature, social studies, and electives) 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 receives an 'F' or more than one 'F', that player will be ineligible for games and/or practices for a period of one week and may not attend as a fan. 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 10.10**

**Attendance:** A student must be in attendance in school for at least the second half of the school day in order to participate in any extracurricular activity that occurs later in the day. Exceptions include:

1. An appointment with a doctor, dentist/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. The physical is required before a child attends any tryout, practice, or game.

**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.

### **ACTIVITY TRANSPORTATION FEE 10.20**

The Aviston Elementary School Board District Board of Education approved the following fees regarding transportation of after school teams and activities:

- Extracurricular Activity Fee = \$35 per student
- Transportation Fee per sport:
  - o Baseball/Softball (6<sup>th</sup>-8<sup>th</sup> Grade) = \$45 per student
  - o JV/Varsity Basketball (7<sup>th</sup>/8<sup>th</sup> Grade Boys & Girls) = \$75 per student
  - o Basketball (5<sup>th</sup>/6<sup>th</sup> Grade Boys & Girls) = \$35 per student
  - o Volleyball (5<sup>th</sup>-8<sup>th</sup> Grade) = \$50 per student
  - o Track (6<sup>th</sup>-8<sup>th</sup> Grade) = \$25 per student
  - o Scholar Bowl (6<sup>th</sup>-8<sup>th</sup> Grade) = \$35 per student
  - o Cheerleading (6<sup>th</sup>-8<sup>th</sup> Grade) = \$75 per student
  - o Cross Country (6<sup>th</sup>-8<sup>th</sup> Grade) = \$45 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. All fees (including the textbook and technology fee) are due by the third day of practice. Failure to pay on time will result in your child sitting out of practice and games until the fees have been received.

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

All students participating in sports or scholar bowl will be required to pay a fee of \$35 fee for each extracurricular activity. This fee is in addition to the transportation fees.

### **ATHLETIC EVENT ATTENDANCE 10.30**

Rules: All students who wish to attend athletic events at Aviston Elementary must abide by the behavior guidelines as stated in the handbook and reviewed by school personnel before the first athletic event/game of each school year. Students must be in 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 guidelines will be warned once by the game supervisor and may be asked to miss one game. For a second offense, a student will be banned from two games. For a third offense, a student will be banned from the games for the remainder of the season. The administrator will 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 10.40**

Parents or guardians are expected to behave properly and as good role models. Anyone removed from a game by administration or by game officials may not attend the following two games. 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 during an extra-curricular activity has the right to talk to the coach or moderator. Playing time, practice situations or any other reasonable questions are accepted, however, no parent may 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.

To avoid distractions, parents are not allowed to attend practice(s). Special permission may be granted by the coach, athletic director or superintendent for attendance at practice.

### **LEAVING EXTRACURRICULAR EVENTS 10.50**

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 10.60**

As representatives of the school district, students involved in extracurricular activities must display good behavior.

1. Any student who receives two conduct detentions or one in-school/out-of-school suspension in a semester for unsatisfactory conduct will be ineligible for two weeks of practice and games. That week begins from the time of the incident.
2. Any student who receives four conduct detentions or two in-school/out-of-school suspensions in a school year will be removed from the team and will not be allowed to participate in any extracurricular events for the remainder of that school year.
3. Any student that commits a serious offense, which requires immediate suspension, shall be removed from the team immediately.
4. Conduct detentions will likely hurt playing time and coaches may set consequences for the player as they see warranted.

### **CLUBS/ORGANIZATIONS 10.70**

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

### **BAND AND CHOIR 10.80**

School band is an option for students in grades 4<sup>th</sup>-8<sup>th</sup> and school choir is an option for students in grades 5<sup>th</sup>-8<sup>th</sup>. All students who belong to band and choir must follow the extracurricular activities participation policy in this handbook.



## **ATTENDANCE AT SCHOOL-SPONSORED DANCES 10.90**

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 after a parent/guardian is contacted.

Because dances are school-sponsored, a student must have a parent's consent to leave a function early. Parents must pick up only their child/children, unless a parent has provided a signed note to chaperones.

## **CONCUSSIONS AND HEAD INJURIES 10.100**

Aviston Elementary School District #21 has a Concussion Policy & Procedure Committee whose purpose is to review existing concussion policy and procedures on a regular basis for effectiveness. In conjunction with HSHS in Breese, all 7-8<sup>th</sup> grade student athletes who participate in contact sports through Aviston Elementary must take the Baseline Impact Test before the season begins. The Baseline Impact Test is valid for two years with no incidents.

A student who exhibits signs, symptoms or behaviors consistent with a concussion will be removed from participation or competition at that time. A student athlete who has a possible concussion or head injury may not participate in athletics 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, 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 11.00**

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 11.10**

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 11.20**

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 Plan 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 Plan; or

- The student has an Individual Education Plan 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 Plan.

## **STUDENT RECORDS AND PRIVACY**

### **REPORT CARDS 12.00**

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 12.10**

Aviston Elementary uses the following grading scale in 5<sup>th</sup> – 8<sup>th</sup> grade. A: 100-93, B: 92-85, C: 84-75, D: 74-67, & F: 66 and below. A skills-based checklist is used at the Kindergarten – 4<sup>th</sup> grade levels. The average of all student reports goes on a student's permanent record.

### **HONOR ROLL 12.20**

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 the 5-8<sup>th</sup> grades.

High Honors: The student receives 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 all subjects each quarter: ELA, mathematics, social studies, science, and electives.

### **STUDENT PRIVACY PROTECTIONS 12.30**

#### **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 12.40**

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 the right to view student educational records maintained by the school system. If you would like to view your child's records, please provide the school office 24-hour prior 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 (ISRA) 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 PTA. From time to time, District # 21 also releases student names to the press, in connection with participation in school sponsored activities and academic awards.

Destruction of Temporary and Permanent Records: All temporary records maintained by the district will be destroyed no earlier than 5 years after the student graduated, withdrawn or otherwise no longer enrolled as a student in the district. Such record destruction will occur during the last week in July. For example, if a student graduates or withdraws from school during the 2020-2021 school year, the temporary records will be destroyed in June/July/August 2026. Permanent records will be maintained for 60 years. If you desire a copy of the records, contact the principal of the last building the student attended in the district.

# **PARENTAL RIGHTS/NOTIFICATIONS**

## **TEACHER QUALIFICATIONS 13.00**

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 13.10**

IAR testing will be administered in March - April. Additional tests are given two - three times per year to K - 8 students. The PSAT is given to 8<sup>th</sup> grade students in November or December 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 should:

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 13.20**

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

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

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 13.30**

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.

"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.

"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 13.40**

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 Association (PTA) 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 programs.

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.

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 13.50**

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

### **ENGLISH LANGUAGE LEARNERS 13.60**

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 13.70**

The Aviston Elementary School District shall make time available for regularly scheduled, non-emergency school visitations by parents and guardians during both regular 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 13.80**

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 13.90**

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 13.100**

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 13.110**

The administration of Aviston Elementary School District is in compliance with the Sex Offender Community Notification law. Parents may use the [sexoffender.com](http://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 13.120**

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 13.130**

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.

## **SCHOOL PROPERTY RULES**

### **WEAPONS OR DANGER TO STUDENTS 14.00**

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 14.10**

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 14.20**

Any person who sells, purchases, possesses, uses, or aids in the procurement of intoxicating beverages, cannabis, 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 and desks 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 14.30**

Illinois State law prohibits the use of cell phones while driving in Illinois. This includes school zones, regardless of hands-free mode.

# GUIDELINES TO ILLNESSES

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 100.4° 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.

**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 all the pox have 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.

**COVID-19** – is a mild to severe respiratory illness that is caused by a coronavirus, is transmitted chiefly by contact with infectious material or with objects or surfaces contaminated by the causative virus, and is characterized especially by fever, cough, and shortness of breath and may progress to pneumonia and respiratory failure. According to the CDC, symptoms may appear 2-14 days after exposure to the virus. Symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Emergency warning signs include trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, or bluish lips or face; if someone is experiencing these symptoms they should seek medical care immediately.

**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.

**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 1<sup>st</sup> 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** – Per CDC guidelines, if a person has head/body lice, they must be treated immediately. Over-the-counter (OTC) treatments can be used and do not require a prescription. OTC treatment can be found at local drug stores or pharmacies. Treatment: Remove all clothing. Apply head lice treatment according to the OTC label instructions. Have the person put on clean clothes after treatment; do not re-wash the hair for 1-2 days after the lice treatment is removed; repeat treatment in 7-10 days or according to OTC label. Nits may persist 2-3 days after treatment. If a student has head/body lice, they may not return to school until treatment 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.

## **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	\$2.80	\$14.00	\$56.00	\$235.20	\$512.40
2 children	\$5.60	\$28.00	\$112.00	\$470.40	\$1024.80
3 children	\$8.40	\$42.00	\$168.00	\$705.60	\$1,537.20
4 children	\$11.20	\$56.00	\$224.00	\$940.00	\$2,049.60

### **Lunch + Milk at milk break (K-3<sup>rd</sup> Grade)**

	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	\$3.15	\$15.75	\$63.00	\$264.60	\$576.45
2 children	\$6.30	\$31.50	\$126.00	\$529.20	\$1,152.90
3 children	\$9.45	\$47.25	\$189.00	\$793.80	\$1,729.35
4 children	\$12.60	\$63.00	\$252.00	\$1,058.40	\$2,305.80

### **Prices for the 2020-2021 School Year**

**LUNCH = \$2.80 PER STUDENT PER DAY**

**MILK = \$.35 PER STUDENT PER DAY**