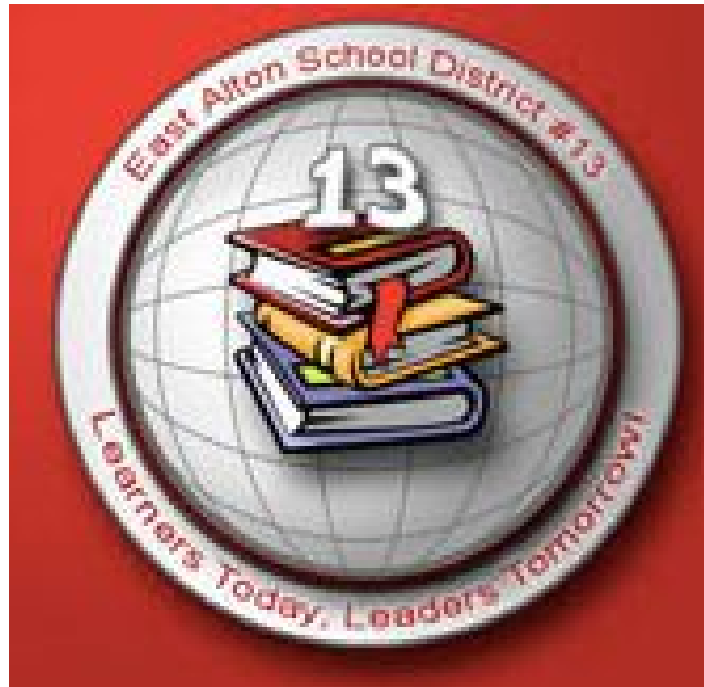


EAST ALTON ELEMENTARY DISTRICT #13

2017-2018 HANDBOOK



FOREWORD

It is the philosophy of East Alton School District 13, that the primary purpose of school is to offer each child a multitude of educational experiences, which will equip the child with the skills and attitudes the child needs for responsible citizenship. We recognize that children learn in different ways and at different rates and that we must help them develop a respect for their world and provide opportunities for engaging in meaningful activities that will foster sound, critical thinking, encourage exploration, and allow for educational development. We recognize that initiative, originality, and independence are precious qualities in children, which must be preserved and enhanced to the fullest.

ADDRESS TO THE PUBLIC

East Alton Elementary School District 13 encourages parents and other concerned citizens to visit the school buildings in the District; however, the District requires that certain guidelines be followed concerning the proper attire and conduct while on school premises. When visiting their child's school, parents are encouraged to remember they are setting an example for their children as to how the students should dress and conduct themselves during their school days and beyond.

Upon entering the school building, State Law requires visitors to immediately report to the Principal's office. They are to state the nature of their visit and obtain permission from the office before proceeding further.

It is expected that those entering the building will come dressed in appropriate attire. It is required that, while on the premises, parents conduct themselves properly. During any meetings or discussions with principals, teachers or other school personnel, it is mandatory that parents refrain from the use of profanity and obscene gestures or actions. Inappropriate behavior will not be allowed while on school property.

East Alton District 13 handbook is a summary of Board of Education policies governing the district. District policies are available to the public at the East Alton District 13, Central Office at 210 St. Louis Ave. East Alton, IL 62024. This handbook may be amended without notice. Amendments will be presented to the Board of Education for approval and provided to parents immediately following Board of Education approval.

GENERAL DISTRICT INFORMATION

The East Alton District 13 Handbook is a summary of the district's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at www.easd13.org.

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

- Mr. Marvin Peterson, President
- Mr. Duane Shirley, Vice President
- Mrs. Margaret Foiles, Secretary
- Mrs. Mary Karrick
- Mrs. Joan Mudge
- Mr. Keith Trout

The School Board has hired the following individual to operate the schools:

- Mr. Virgil Moore, East Alton District 13 Superintendent of Schools

District 13 is comprised of the following schools and offices:

Superintendent's Office

210 E St. Louis Ave.
East Alton, IL 62024
618-433-2051

Eastwood Elementary School

1030 Third St.
East Alton, IL 62024
618-433-2199

Washington Early Childhood Center

210 E St. Louis Ave.
East Alton, IL 62024
618-433-2001

East Alton Middle School

1000 Third St.
East Alton, IL 62024
618-433-2201

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ASBESTOS MANAGEMENT PLANS

A copy of the Asbestos Management Plan for the elementary school your child attends in East Alton Elementary District 13 is available in the Central Office and the Principal's office in each building. This plan is available for public inspection. If you wish to review the document, we ask that you call the Principal's office to make an appointment.

The Asbestos Management Plan for the elementary school your child attends includes results of the required inspection performed by John Mathes and Associates, Inc., and records relating to the removal of asbestos containing material found by inspection.

The asbestos containing material identified by the inspection was removed at East Alton Middle School and Eastwood Elementary School during the summer of 1989 and at the Washington Elementary School and Lincoln Elementary School during the summer of 1990. A required three-year inspection confirmed that the asbestos had been removed. There exists the possibility that some of the pipe runs inside the walls are covered with an asbestos containing material. However, this material is accessible only through renovation or demolition.

A record of all activities related to or affecting the asbestos containing materials within the school will be kept as a part of the ongoing Management Plan. You will be informed at least annually of any changes in the status of any asbestos materials and the availability of the Management Plan for review.

We ask your cooperation with the school staff in our efforts to manage the plan in order to minimize the health risk to yourself, your children, and the school occupants. We are committed to ensuring a healthy learning environment for our students, parents and staff.

ATHLETIC AND EXTRACURRICULAR CODE OF CONDUCT

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Requirements for Participation in Athletic Activities:

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate of physical fitness is the Illinois High School Association's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent/guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. A signed agreement by the student and the student's parent/guardian authorizing compliance with the School District's Extracurricular Drug and Alcohol Testing Policy.
6. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.

Illinois Elementary School Association:

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

Academic Eligibility:

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches.

In order to be eligible to participate in extracurricular and athletic activities, a student must maintain passing grades for all classes. Any student failing to meet academic requirements will be suspended from the sport or activity until all academic requirements are met. (Please see EAMS handbook)

Absence from School on Day of Extracurricular or Athletic Activity:

A student who is absent from school after 11:35 a.m. is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved, in writing, by the principal. Exceptions may be made by the designated teacher, sponsor or coach for: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school, in-school and/or out of school suspension, is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the sole discretion of the EAMS principal or designated teacher, sponsor or coach.

Travel

All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Code of Conduct:

This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day.

This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the Student Assistance Program for alcohol or other drug problems. Participation in an alcohol or drug counseling program will be taken into consideration in determining consequences for Code of Conduct violations.

The student shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);

3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that is detrimental to the good of the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

Hazing and Bullying:

Hazing is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Due Process Procedures:

Students who are accused of violating the Code of Conduct are entitled to the following due process:

1. The student should be advised of the disciplinary infraction with which he or she is being charged.
2. The student shall be entitled to a hearing before an appropriate administrator.
3. The student will be able to respond to any charges leveled against him or her.
4. The student may provide any additional information he or she wishes for the administrator to consider.
5. The administrator, with the help of other staff members if needed, may interview material witnesses or others with evidence concerning the case.
6. If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:
 - a. Sanctions for violations other than drug and alcohol will be based on the nature of the offence and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:

- i. A specified period of time or percentage of events, competitions, or practices;
 - ii. The remainder of the season or for the next season; or
 - iii. The remainder of the student's school career.
- b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia or any other illegal substance, will be based on the following:
- i. First violation:
 - 1. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty may be reduced if the student is enrolled in a drug or alcohol counseling program.
 - 2. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
 - 3. The student may be required to practice with the group, regardless of the violation (unless suspended or expelled from school).
 - ii. Second violation:
 - 1. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
 - 2. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
 - 3. The student may be required to practice with the group (unless suspended or expelled from school).
 - iii. Third violation:
 - 1. Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
 - 2. Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.
7. The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the superintendent or the superintendent's designee.

All students remain subject to the School District's student discipline policy and the school's student/parent handbook.

ASSESSMENTS

Students and parents/guardians should be aware that students in grades K-8 will take standardized tests to monitor student growth. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

ATTENDANCE

Illinois law requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session.

Unless a student has already graduated from high school, compulsory attendance ages are students between the ages of 6 (on or before September 1) and 17 years.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a homeschool) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Absenteeism/Make-Up Work:

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

Attendances at School Dances:

Attendance at school-sponsored dances is a privilege.

Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

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

Truancy:

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

Students who miss 5% or more of the prior 175 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

1. Referral to the truancy officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to the State's Attorney
4. Appropriate school discipline

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

BUS CONDUCT

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat or injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Bus Transportation:

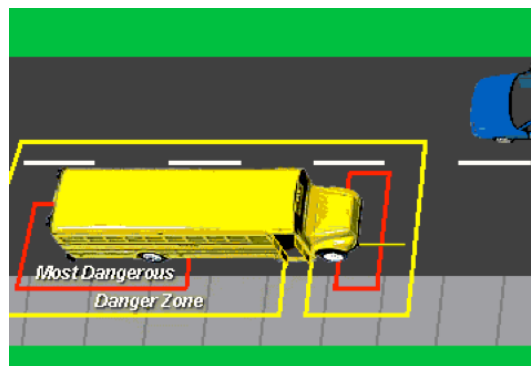
The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

Bus Safety:

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks, and other items, are shortened or removed to lessen the likelihood of them getting caught in the bus doors, railings, or aisles.

2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods, iPads, smart-phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait from the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

For questions regarding school transportation issues, contact Mr. Doug Bogert, Transportation Director at 433-2277.

CURRICULUM COMPLAINTS

Any parent/guardian who desires to make a formal complaint concerning any curriculum area may file a formal written complaint. In order to file such complaint, the individual should contact Mrs. Alyssa Smith, Instruction and Curriculum Director at the district office at 433-2103 to obtain the correct form.

DIGITAL CONVERSION

We are very proud of our efforts to promote cutting edge learning in our district! East Alton District 13 students utilize iPads as their learning tool and CANVAS as their learning management system. We are a 1:1 district in all grades. In an effort to promote the home-to-school connection, students in grades 3-8 are allowed to take home their device. It is imperative that students take good care of their learning device and bring their iPad to school each day charged and

reading for learning. Parents/Guardians are financially responsible for the care of the iPad. (See Fees for technology repair and replacement costs.)

DISASTER PREPAREDNESS

The following tornado disaster plan has been established statewide and District #13 schools are a part of this plan.

The Department of Public Safety (State Police) has been delegated the responsibility of disseminating Warnings to the Office of the Sheriff of each county and to state officials. After emergency messages are received the following plan for tornado or severe weather goes into effect:

1. Watch - conditions exist that may spawn a tornado
 - a. Tornado and/or severe watches are issued by the U.S. Weather Bureau.
 - b. Teachers and appropriate personnel notified.
 - c. Storm in vicinity.
2. Warning - tornadoes reported in area
 - a. When tornado appears to be missing school:
 - i. Principal keeps track of storm.
 - ii. Personnel notified but remains in positions.
 - b. When tornado is expected to hit school:
 - i. Give "take cover" alarm and teachers take students to assigned area.
 - ii. Students assume protective positions and remain until safe to move.
 - iii. Some doors and windows on side opposite storm should be left open.
3. Watch, Warning or Threatening Weather at Dismissal Time
 - a. Students will be kept at school until weather permits them to leave.
 - b. Students may be released to parents or legal guardians who call in person for their children.
4. Tornado - no warning
 - a. Students "take cover" under anything that gives protection.
 - b. All personnel stay clear of windows or glasses in areas.

DISCIPLINE

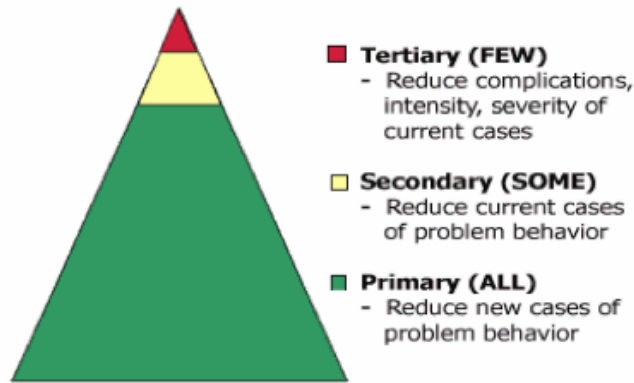
Teachers and other certified educational employees shall maintain discipline in the school buildings and on the school grounds. (Article 24-24 Illinois School Code).

All teachers are responsible for their classroom discipline and will develop discipline and behavior management techniques that create an orderly climate in their classroom, but also in the total school environment.

PBIS (District Wide Program):

PBIS (Positive Behavior Intervention Supports) is a program supported by Illinois State Board of Education to promote and maximize academic achievement and positive behavior. Positive behavioral interventions, which are designed to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors, will be used with those students who require behavioral intervention. East Alton School District 13 has adopted Positive Behavior Interventions and Supports (PBIS) as its chosen district-wide behavior intervention management system. All students in East Alton School District 13 fall within the three Tiers of PBIS:

3 Tiered model of student behavior in the school setting:



Tier 1: 75-80% of Students

Need for occasional teacher redirection, no serious problem behaviors displayed. Teach and reinforce students for displaying the school-wide expectations. This is the universal base-level intervention that all students in school receive and serves as a proactive intervention for students with emerging problem behaviors.

Tier 2: 10-15% of Students

Need for frequent teacher redirection, moderate office referrals, poses a disturbance to the education of others. Begin using evidence-based interventions appropriate to the student's level of need. Also need to monitor the progress of the student receiving the intervention. Interventions are less restrictive at this level, and require smaller amounts of staff support (i.e. a check in-check out system with a staff member for a student with chronic lack of work completion behaviors; social skills groups; mentoring, etc.). If these interventions are carried out with fidelity, and the student continues to struggle, then consideration of higher-level interventions at Tier III is necessary.

Tier 3: 5% of Students

Persistent interruptions to the class, high frequency of office referrals, suspensions/ disciplinary action taken at the building or district level. At this level, the school team must convene to examine the case at hand, and conduct a Functional Behavior Assessment (FBA). Community referral and involvement may become necessary at this point, and IEP-level services should be considered.

Interventions at the Classroom Level:

1. Positive reinforcement
2. Quick response to and management of the behavior
3. Redirection
4. Modeling of positive behaviors
5. Positive behavior support plan/IEP level behavior management plan
6. Contract system/token economy/sticker chart - working towards a positive reward
7. Modification of instruction/classroom setting
8. Administrator/social worker intervention

Students at Tier 1 and 2 generally are able to reshape their behavior through the use of these interventions. When a student appears to be approaching Tier 3, more intensive interventions are necessary. The following interventions are commonly used at Tier 3:

1. Behavior support plan
2. Self monitoring/Self management card
3. Referral to problem solving team
4. Phone calls home
5. Request that the student leave the classroom and proceed to the office
6. Student is escorted to the office by teacher or administrator
7. Convene school problem solving team and formulate FBA (Functional Behavior Assessment) and BIP (Behavior Intervention Plan)
8. Implement school wide Crisis Intervention plan for escalating/dangerous behaviors
9. In school suspension

10. Out of school suspension

Prohibited Student Conduct:

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

1. Infractions of PBIS Matrix
2. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
3. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
4. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
 - i. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
6. Using or possessing an electronic paging device.
7. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), school issued iPad, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

9. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse.
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. 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.
22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
23. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply:

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

1. On, or within sight of, school grounds before, during, or after school hours or at anytime;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures:

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

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

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

Corporal Punishment:

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

Weapons Prohibition:

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years: (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis. (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

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

Gang and Gang Activity Prohibited:

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

Re-engagement of Returning Students:

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

Access to Student Social Networking Passwords and Websites:

If a student has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm, etc., please be aware that State law requires school authorities to notify you that your child may be asked to provide his or her password for these accounts to school officials in certain circumstances. *Social networking website* means an Internet-based service that allows students to:

1. Construct a public or semi-public profile within a bounded system created by the service
2. Create a list of other users with whom they share a connection within the system
3. View and navigate their lists of connections and those made by others within the system

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

Please contact the building principal if you have any questions.

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

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. 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 by phone call or in writing.

Complaint Managers:

Alyssa Smith, 618/433-2103, asmith@easd13.org

Kelli Decker, 618/433-2201, kdecker@easd13.org

Matt Stimac, 618/433-2199, mstimac@easd13.org

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

ENGLISH LANGUAGE LEARNERS

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

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

For questions related to this program or to express input in the school's English Learners program, contact Curriculum and Instruction Director, Alyssa Smith at 433-2103.

ENTRANCE REQUIREMENTS

1. A child who will be **five** years of age on or before **September 1** may be admitted to **kindergarten** at the opening of the school term.
2. A child who will be **six** years of age on or before **September 1** will be admitted to **first grade** at the opening of the school term.
3. A child shall be accompanied by a parent or guardian. A **legal** birth certificate will be required in order to enroll.
4. Proof of residency will be required for all new or re-entering students to the district. Proof of residency accepted by the district is one (1) document from the list below:
 - a. Most recent property tax bill and proof of payment, e.g. cancelled check or form 1098 (homeowners)
 - b. Mortgage papers (homeowners)
 - c. Signed and dated lease and proof of last month's payment, e.g. cancelled check or receipt (renters)

- d. Letter from manager and proof of last month's payment, e.g cancelled check or receipt (trailer park residents)
- e. Housing letter (military personnel)
- f. Letter of residence to be used when a person seeking to enroll a student is living with a District resident
- g. Driver's license
- h. Vehicle registration
- i. Voter registration
- j. Most recent cable television and/or credit card bill
- k. Current public aid card
- l. Current homeowners/renters insurance policy and premium payment receipt
- m. Most recent gas, electric and/or water bill
- n. Current library card
- o. Receipt for moving van rental
- p. Mail received at new residence

EXEMPTION FROM PHYSICAL EDUCATION K-8

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

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

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

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

FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

FINES, FEES AND CHARGES

Waiver of Student Fees:

Each school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian 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, locks, 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. As 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 or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration when 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.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 618/433-2199 (Eastwood Elementary School) or 618/433-2201 (East Alton Middle School).

Technology Charges for Damaged/Lost iPads:

Fees will be charged for damaged or lost items.

Charging Cord	\$8
Plug In	\$19
Broken Screen	\$90
Headphone Jack Repair	\$90
iPad Case	\$33
Case Stand	\$3

iPads will remain at school until repair/replacement fees are paid. You can make arrangements with the building office of a payment plan. \$10 a week will allow your student to take the iPad home during the week, but keep iPad at school on the weekends.

FOOD SERVICE

The school breakfast and lunch programs are considered integral parts of the total education program. Every effort is made by staff to provide attractive, wholesome, well-balanced meals as mandated by the Healthy Hunger and Kids Act. Research has proven a direct correlation between nutrition and learning ability. By considering these programs as a part of the educational program, it is hoped that the pupils will develop a better understanding about food and its contribution to health and well-being. To foster this goal, special events such as health fairs and nutrition units are featured. The ideas of thankfulness and table manners are some of the social skills taught. Teachers are responsible for integrating these and other phases of the program into classroom activities.

Community Eligibility Option:

East Alton District 13 is currently implementing an option available to schools participating in the National School Lunch and School Breakfast Programs called CEO.

What does this mean?

All enrolled students are eligible to receive a healthy breakfast and lunch at school at NO CHARGE to your household each day. Questions - Please call Debbie Patterson at 618/433-2051.

Parents/Guardians will be asked to complete a Household Income Form to determine eligibility for state and federal grants during the registration process.

Food Service Payment Account System:

Our food service payment account system allows EAMS parents to deposit snack money into their student's account. As the child eats snacks, the amount due is deducted from his/her food account. The cashier will tell the child when the account is low enough to need additional payment. Parents may deposit into the lunch account by cash or check. There will be a \$25 charge for returned checks. Parents may also deposit money by credit card through My School Bucks system used for registration.

GRADING AND PROMOTION

School report cards are issued to students on a semester basis in grades K-8. For questions regarding grades, please contact the classroom teacher.

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

GUIDANCE

A district psychologist is available for students who require additional assistance.

HEALTH SERVICES

Please access all Health Information on our East Alton District 13 website at www.easd13.org

Blood Borne Pathogen Plan:

The East Alton Elementary District 13 has developed and has in place a Blood Borne Pathogen Plan to control exposure to bloodborne pathogens. The plan is available for inspection by contacting East Alton District 13 Nurse, or the Central Office

Care of Students with Diabetes:

If your child has diabetes and requires assistance with managing this condition while at school and school functions, Diabetes Care Plan must be submitted to the school principal.

Parents/Guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

Dog Bites/Animal Bites:

Dog/animal bites, on or off school property, are reported to Madison County Animal Control as required by law.

Required Health Exams and Immunizations:

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

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

Eye Examination:

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. 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) that an eye examination will take place within 60 days after October 15.

Dental Examination:

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. 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) 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. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. 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 provide eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Food Allergies (Student)

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 building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Head Lice Policy and Guidelines:

The School Board recognizes that a student infected with head lice is eligible for all rights, privileges and services provided by law and the District's policies. The District shall balance those students' rights with the district's obligation to protect the health of all district students and staff.

Nits/Eggs-

When authorized school health personnel identifies a student as having head lice in their hair, attempts will be made to contact the parent or send the student home with a note. Students **will not** be sent home or excluded from school if nits/eggs are found. However, parents are expected to monitor the presence of nits/eggs in the event that they do hatch and become live lice.

Live Lice-

If live lice are found, the parent will be contacted and students will be sent home. The student will be excluded from school until **the day after** the first pediculicide treatment.

Check in Procedure:

If live lice are found, the student may return to school only when accompanied by an adult. The student must be brought in before the start of the school day. Anytime after the start of the day, the parent must call the school nurse to establish a mutually agreeable time and place for inspection by authorized school health personnel. (The reason for this is the school nurse may already schedule screenings or appointments with parents. The lunch/recess time is not a good time for the school nurse to recheck students.)

Authorized school health personnel will inspect the student's hair for lice to obtain approval for readmission. Upon this inspection, if one live louse is found, the student will be sent home to be treated again. This procedure will repeat itself until the student is inspected by school health personnel and found to be lice free.

A student will be given a pass back to class to notify the teacher the student has been rechecked and is able to return to class. If a student returns to class without a pass, the teacher will send the student to the school health personnel. The school health personnel will then determine what further steps need to be taken for readmitting the student to school.

School health personnel will decide when all school screenings and classroom checks are needed.

The school health personnel will make every effort to work with the student's family to educate them on the prevention and the recurrence of head lice.

It is the parent's responsibility to check your child for nits/lice and report any cases to the school.

Home and Hospital Instruction:

A student, whose physician anticipates he/she will be absent 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 building principal or Emily Warnecke, Student Services Director at 618/433-2101.

Student Athlete Concussion and Head Injuries:

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Student Medication:

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

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

Self-Administration of Medication-

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

Medication at School:

Students are not to carry **any** medicines with them to school whether they are over the counter, non-prescription or prescription. This includes eye drops, nasal sprays, Tylenol, etc. Certain children with asthma or life threatening allergies may carry medicine with them after physician and parent/guardian have completed the *Medical Administration/Self Administration Consent Form*.

1. An approved *Medication Administration/Self Administration Consent Form* must be completed by both the parent/guardian and the physician. The consent expires at the end of each school year or end of summer school.
2. A responsible adult must bring the medication to school in the original package or appropriately labeled container.
3. The parent/guardian or responsible adult will be responsible at the end of the treatment regime for removing from school any unused medication, which was brought to school for their child. If the adult does not pick up the medication by the last day of school, the school nurse will discard the medication in the presence of a witness.

Administering Medications to Students:

“Administration of medication to students during regular school hours should be discouraged unless absolutely necessary for the critical health and well-being of the student.” Sec 10-22.21b, Administration of Medications. This policy refers to both nonprescription and prescription drugs.

Medication is defined as:

1. Prescription medication means any medication prescribed by a licensed physician or dentist.
2. Non-prescription medication means any medication that can be obtained over-the-counter.
3. School nurse means any person employed by the Board who is licensed in Illinois as a professional nurse, pursuant to the Illinois Nursing Act, III. Rev.Stat, Ch. III. Para 3401, et seq.

No school personnel shall administer to any student, nor shall any student possess or consume any medication until an appropriate permission form has been completed, signed, and is filed. A student may receive medication with parent and physician consent when under the supervision of a school nurse, an administrator, or certified school personnel as designated by the Superintendent after the *Medication Administration/Self Administration Consent Form* is completed. This form shall be completed by the student’s parent(s)/guardian and physician and shall be on file at the school building where the child attends. This form shall be filed prior to the dispensing of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.

Any change in prescription orders, including stopping medication, needs a new physician authorization.

Since school districts cannot legally require all personnel to dispense medication, this will be done on a voluntary basis.

PE and Recess Excuses and Returns to School:

If a student is not able to participate in PE or recess, the school will need a note from the physician with details and a start stop date.

HOMELESS CHILD’S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent/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.

Please contact East Alton District 13 Homeless Liaison, Alyssa 618/433-2103..

INTERNET USERS POLICY CHILD INTERNET PROTECTION ACT

All use of electronic network use must be consistent with the school’s goal of promoting educational excellence by facilitating resource sharing, innovations, and communication. These rules do not attempt to state all requirements or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Unacceptable Use:

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

1. Using the network for any illegal activity, including violations of copyright or other contracts, or transmitting any material in violation of any State or Federal law.
2. Unauthorized downloading of software, content, apps, etc.
3. Downloading copyrighted material for other than personal use.
4. Using the network for private financial or commercial gain.
5. Wastefully using resources, such as file space.
6. Hacking or gaining unauthorized access to files, resources, or entities.
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph.
8. Using another user's account or password.
9. Posting material authored or created by another without his/her consent.
10. Posting anonymous messages.
11. Using the network for commercial or private advertising.
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
13. Using the network while access privileges are suspended or revoked.

Network Etiquette:

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

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

No Warranties:

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

Indemnification:

The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security:

Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism:

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

Copyright Web Publishing Rules:

Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

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

Use of Electronic Mail:

The email system is owned and controlled by the school and district. Email is provided to aid students in fulfilling their duties and responsibilities, and as an educational tool.

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

Non-School-Sponsored Publications/Websites:

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright.
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language.
4. Is primarily intended for the immediate solicitation of funds.
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.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Access to Student Social Networking Passwords and Websites:

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Access to Inappropriate Material:

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Education, Supervision and Monitoring:

It shall be the responsibility of all members of the East Alton District 13 staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the East Alton District 13 Technology Coordinator. The classroom teachers or designated representatives will provide age-appropriate training for students who use the East Alton District 13 Internet facilities. The training provided will be designed to promote the East Alton District 13 commitment to:

1. The standards and acceptable use of Internet services as set forth in the East Alton District 13 Internet Safety Policy.
2. Students safety with regards to
 - a. Safety on the internet
 - b. Appropriate behavior while on online, social networking Web sites, and in chat rooms
 - c. Cyberbullying awareness and response
3. Compliance with the E-rate requirements of the Children's Internet Protection Act (CIPA).

Student Use of Electronic Devices:

The use of electronic devices and other technology at school is a privilege, not a right. During instructional time, which includes class periods and passing periods, electronic devices must be kept powered off and out of sight unless: (a) permission is granted by an administrator, teacher, or school staff member; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices before and after school, or at the discretion of the building principal.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

1. Using the device to take photographs in locker rooms or bathrooms
2. Cheating
3. Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e, sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. The device will be confiscated, and a major referral assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.

3. The device will be confiscated, and a major referral assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The students will also face consequences for insubordination.
4. The device will be confiscated, and a major referral assigned. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Adoption:

This Internet Safety Policy was adopted by the East Alton School District 13 Board of Education at a public meeting, following normal public notice, on June 19, 2012.

MANDATED REPORTERS

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

NO CHILD LEFT BEHIND - EVERY STUDENT SUCCEEDS ACT

NCLB was signed into law January 8, 2002. The latest revision of the 1965 of the Elementary and Secondary Education Act, ESSA, has replaced NCLB and will be implemented in 2017-2018. More information will be provided at a later date.

NO CHILD LEFT BEHIND FEDERAL GRANT - USE OF FUNDS

East Alton Elementary District 13 utilizes federal No Child Left Behind funds to provide scientifically researched based programs to increase student achievement.

Title 1 funds are utilized to provide a school wide Response to Intervention program at Eastwood Elementary and East Alton Middle School for all students in grades K-8 who need additional assistance in reading and math. Students are identified for Title I remedial/supplemental services based on the fall and winter benchmark assessments. Federal Title I funds are utilized to provide highly qualified teachers for Tier II interventions, high quality professional development, plus purchase of instructional supplies and materials to supplement the regular education curriculum. This includes a district wide digital conversion that supports implementation of the new Illinois Learning Standards and promotes the implementation of 21st Century Learning skills (Technology Coordinator) in the classroom and prevention personnel to assist our families. (Attendance, Health support staff)

Please see our Eastwood Elementary and the East Alton Middle School handbook for additional information regarding Title I. (Parent Compact, Parent's Right to Know, etc.) Minimal funds will also target parental involvement at Washington Early Childhood Center. (Steven's Amendment)

Title II funds are utilized to pay teacher's salaries to reduce the class size.

If you have any questions regarding the use of No Child Left Behind/ESSA grant funds or programs, please contact Alyssa Smith, Curriculum and Instruction Director, at 618/433-2103.

PARENTAL INVOLVEMENT (TITLE 1)

Each school annually has a fall Open House for all parents/guardians, which takes place during Fall Parent Teacher Conferences.

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.

PARENT'S RIGHT TO KNOW: TEACHER QUALIFICATIONS

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived.
3. Whether the teacher is teaching in a field of discipline of the teacher's certification.
4. Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please call the building principal.

SAFETY DRILLS AND PROCEDURES

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, 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.

SCHOOL VISITATION RIGHTS

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

SEARCH AND SEIZURE

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

School Property and Equipment, and Personal Effects:

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

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

Students:

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.

Seizure of Property:

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

SEX EDUCATION INSTRUCTION

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 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 8, the prevention of AIDS. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. Please submit a written objection to the Curriculum Director, Alyssa Smith, 618/433-2103. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. All students will receive a written notification to parents in regards to any Growth and Development curriculum.

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

SEX OFFENDER NOTIFICATION LAW

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

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

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

Anytime that a convicted child sex offender is present on school property, 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.

Sex Offender and Violent Offender Community Notification Laws:

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:

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:

www.isp.state.il.us/cmvo

SEXUAL HARASSMENT AND TEEN DATING POLICY

Sexual Harassment:

Sexual harassment is prohibited by Board of Education policy (5.20 and 7.20). Any student, adult or employee who observes any act or believes they have been subject to acts of sexual harassment should report it immediately to their supervisor or any individual listed on board policies.

A person is considered to be engaging in sexual harassment whenever he/she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, or a sexual or sex-based nature, imposed on the basis of sex that:

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

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

Teen Dating Violence:

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence*

occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Complaint and Enforcement:

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, or complaint manager. A student may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator: Alyssa Smith asmith@easd13.org 618/433-2103

Complaint Manager: Kelli Decker kdecker@easd13.org 618/433/2201

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

SPECIAL EDUCATION

Accommodating Students with Disabilities:

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

Discipline of Students with Disabilities:

Behavioral Interventions-

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

Discipline of Special Education Students-

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

Education of Children with Disabilities:

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

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

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

Special classes, supportive and related services are provided to all children who are found to be eligible in the following areas:

1. Auditory, visual, physical, or health impairment.
2. Speech or language impairment.
3. Deficits in the essential learning processes of perception, conceptualization, memory, attention, or motor control.
4. Deficits in intellectual development and mental capacity.
5. Educational maladjustment related to social or cultural circumstances.
6. Affective disorders or adaptive behavior, which restricts effective functioning. Services for these eligible children are provided on a district, cooperative, or regional basis.

Parents/Guardians or individuals wishing to refer themselves, their wards or children, should utilize the following procedures:

1. Contact the building principal where the child attends school.
2. Arrange a conference with school officials to discuss concerns.
3. If a case study evaluation is requested, the school district will notify the individual by letter of any actions to be taken regarding the requested evaluation.
4. If the district decides to conduct a case study evaluation (and the parent/guardian agrees), the evaluation and IEP team meeting will be completed within 60 school days of the date of the referral.
5. Parent/Guardian will be given written notice of the date, time and location of the IEP team meeting. At this meeting, the findings of the evaluation will be discussed. Recommendations for special programming will be made if indicated by the evaluation. Parents/Guardians are encouraged to attend this meeting (and all meetings) in which educational decisions are made.
6. Following each meeting in which any change in programming is made, a written statement will be provided. This document describes the proposed change(s) and allows parents/guardians 10 days to object to the decision.

Rights of Handicap in Due Process:

The individual or parent/guardian, has the right to disagree with the school district regarding decisions made concerning disabled children. If a disagreement occurs, a Due Process hearing may be requested. Individuals requesting a hearing are to contact the school district superintendent.

Access to Classroom or Personnel for Special Education Evaluation or Observation:

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

STUDENT INSURANCE

A group plan of pupil accident insurance is made available on a voluntary basis to every pupil registered in the schools of the district from kindergarten through eighth grade. Necessary forms are available in the school office.

STUDENT RECORD

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is scored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
 - a. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
 - b. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. The right to request the amendment of student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.
 - a. A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.
 - b. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
 - a. Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - b. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
 - c. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.
 - d. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
 - a. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
5. The right to prohibit the release of directory information.
 - a. Throughout the school year, the District may release directory information regarding students, limited to:

- b. Name
 - c. Address
 - d. Gender
 - e. Grade level
 - f. Birth date and place
 - g. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - h. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - i. Academic awards, degrees, and honors
 - j. Information in relation to school-sponsored activities, organizations, and athletics
 - k. Major field of study
 - l. Period of attendance in school
 - m. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.
6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.
- a. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.
7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
8. The right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.
- a. The name and address of the Office that administers FERPA is;

Family Policy Compliance Office
 US Department of Education
 400 Maryland Ave, SW
 Washington DC 20202-4605

Confidentiality:

The School Board supports the need of educational records being kept for each pupil that will reflect the interrelationships of the physical, emotional, and social aspects of a child's development in the educational process. The need for regulations governing the collection and dissemination of information in such records is a recognized responsibility of the Superintendent who will seek the advice of the professional staff.

Cumulative Record:

A cumulative record shall be maintained for each pupil from his entrance into school through the eighth grade. Such records may be used for only for the benefit or welfare of the pupil. All material in each cumulative record shall be treated as confidential according to the following guidelines:

- 1. Schools shall establish procedures to verify the accuracy of data and to destroy periodically information no longer needed.
- 2. Parents may have full access to, and the right to challenge the accuracy of, data on their children, but no one except school personnel and parents should have access to pupil data without either a subpoena or the written permission of the student and his/her parent/guardian.

Dissemination of Student Records:

- 1. Definitions
 - a. Pupil Records- Any materials concerning individual students maintained in any form by the Board of Education or employees thereof.
 - b. Cumulative (Permanent) Record- Official administrative records that constitute the minimum personal data necessary for operation of the educational system such data includes identifying information

(student's name, birth date, sex, name and address of parent/guardian), academic work completed, level of achievement, grades and attendance data. Health records, including immunization records and physicals, are a part of the permanent records of all students.

- c. Temporary Records- Temporary data, verified information of clear importance but not absolutely necessary to the school in helping the child or protecting others. These include scores on intelligence and aptitude tests, interest inventory results, health data, family background information, systematically gathered teacher and counselor ratings and observations, verified reports of serious or recurrent behavior patterns, psychological referrals, psychological evaluations and special education placement documents.
- d. Eligible Student-
 - i. For purpose of this policy, a student becomes eligible to sign a request to see his/her own records at the age of 14.
 - ii. At the age of 16 years, a student becomes eligible to sign a release for his/her records.
 - iii. Between the ages of 14 and 18 years (or upon the student's enrollment in an institution of postsecondary education) both the student and the parent/guardian may sign a release of the student's records.
 - iv. At the age of 18 years (or upon enrollment in an institution of postsecondary education) the student alone is eligible to sign documents relating to access or release or to initiate or pursue procedures and to contest or expunge his/her records unless he is a dependent student as defined in the Internal Revenue Code of 1954, which case the parent/guardian retains coextensive rights with the student.

2. Notification of Rights

- a. The school district shall annually, at the beginning of the school term, notify parents/guardians and students of the following:
 - i. The types of records pertaining to students kept by the school and school employees.
 - ii. The school employees having custody of each type of records and the persons normally having access to those records.
 - iii. The policy of the school for reviewing and expunging the records.
 - iv. The rights of access and the procedures established by the school to gain such access.
 - v. The procedures for challenging the contents of the records.
 - vi. The categories of information designed as "directory information."
- b. The above information shall be given by inclusion thereof in this student handbook.

3. Procedures to view student records

- a. A parent, guardian or eligible student desiring to view student records shall prepare and sign a request form provided by the school district and shall present same, either in person or through the U.S. Mail to the Office of the Superintendent of Schools.
- b. The Superintendent or a person designated by him will notify the parent, guardian or eligible student of the time and place for viewing the records requested, which time shall be no more than 45 days after submission of the request.
- c. The Superintendent or person designated by him will require that appropriately trained professional personnel be present to provide assistance necessary or desirable to enable the parent, guardian or student to be fully informed of the nature of the records.

4. Procedure to contest, correct or expunge records

- a. The parent/guardian or eligible student may make an oral request for the correction or removal of information to the Superintendent or the person designated by him/her. If the oral request is denied by the Superintendent or person designated, the parent/guardian or student may file a written appeal of such decision, which written appeal shall contain:
 - i. The name and birthdate of the student
 - ii. The specific change requested
 - iii. The reasons for the change
- b. When a written appeal is made, an answer in writing shall be given by the Superintendent or person designated by him within 30 days of the filing of the appeal. The answer shall contain reference to the appeal by date and student name and birth date and contain the Superintendent's decision which may be:
 - i. Acceptance and a statement that the requested changes have been made
 - ii. Partial acceptance and a description of the partial change made
 - iii. Rejection of the appeal and reasons for such rejection
- c. If the person filing the written appeal, is not satisfied with the decision of the Superintendent, he/she may:

- i. Request that a written statement contesting the record be placed in the student's folder as a part of the official student record, or
- ii. May request a formal hearing. A formal hearing may also be requested in the event the request to place a written statement in the record contesting some portion of the record is denied.
- d. The request for a formal hearing shall be in writing, shall be dated and include the name and birthdate of the student whose records are in question, a specific reference to that part of the record being contested, shall state the change requested and the reason or reasons for such change.
- e. The Superintendent of Schools or a delegate from the school designated by him, who does not have a direct interest in the outcome of the hearing, shall conduct a formal hearing within 30 days of the date of the written request at which hearing the parent, guardian or eligible student shall be afforded a full and fair opportunity to present evidence relevant to the record in question. The person conducting such hearing shall thereafter, within 15 days of such hearing, render a written decision, which shall be transmitted in person or by the U.S. mail, to the party requesting the formal hearing.

STUDENT'S RIGHTS NOTIFICATIONS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the US Department of Education:
 - a. Political affiliations or beliefs of the student or student's parent
 - b. Mental or psychological problems of the student or student's family
 - c. Sex behaviors or attitudes
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior
 - e. Critical appraisals of others with whom respondents have close family relationships
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
 - g. Religious practices, affiliations, or beliefs of the student or parent
 - h. Income, other than as required by law to determine program eligibility
2. Receive notice and on opportunity to opt a student out:
 - a. Any other protected information survey, regardless of funding
 - b. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings and any physical exam or screening permitted or required under State law
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 - c. Instructional material used as part of the educational curriculum

East Alton School District 13 has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. East Alton School District 13 will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. East Alton District 13 will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

1. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
2. Administration of any protected information survey not funded in whole or in part by ED.
3. Any nonemergency, invasive physical examination or screening as described above.

Parents/Guardians or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
US Department of Education
400 Maryland Ave, SW
Washington DC, 20202-4605

STUDENT SAFETY

A most important part of the classroom instruction dealing with student health and safety is that dealing with practicing good safety rules to and from school. This is done in cooperation with the police and fire departments. Lectures and demonstrations are given with much emphasis placed on crossing streets at the proper places and in the proper manner. The East Alton Village has been most cooperative in painting crosswalks at school crossings but it remains the responsibility of both the school and home to continually remind the children that they are to be used. Blocking these crosswalks with cars and double-parking in the street makes it very difficult, if not impossible, especially for the younger children, to observe the rules that have been established. Your cooperation is requested.

VIDEO & AUDIO MONITORING SYSTEMS

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