

2016-2017
STUDENT HANDBOOK



WALLACE COMMUNITY CONSOLIDATED SCHOOL DISTRICT #195

1463 North 33rd Road, Ottawa, Illinois Phone: (815) 433-2986 Fax: (815) 433-2989

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Ottawa, Illinois 61350
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Mike Matteson
Superintendent

Toby Coates
Principal

Dear Parents,

This handbook has been prepared to assist you in understanding the various functions of our school district. It is accessible online on our school's homepage. Parents and students should become familiar with this document. If you have questions/recommendations for changes, please contact me at your convenience. You may arrange to visit any of the classrooms by calling ahead. I encourage you to remain in contact with teachers through email or by calling the office to arrange for a conference or to simply inquire about a situation.

The Wallace faculty, administration, and school board are constantly striving to meet the academic needs of each student. All those involved are dedicated to providing the best education possible. Updating, revision, and program evaluation will continue to be an ongoing process at Wallace Grade School.

I am confident that with parental support and open communication, everyone involved in the learning process will have a wonderful year.

Sincerely,
Toby Coates

Faculty, staff, and administration reviewed the handbook. The handbook committee meeting was held on May 10, 2016. The Board reviewed the handbook and handbook committee recommendations and approved changes on June 29, 2016.

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. Board policies are available to the public at the Wallace Grade School Office.

WALLACE STAFF 2016-17

Mike Matteson	Superintendent	Shannon Matteson	Certified School Nurse
Toby Coates	Principal	Mary Sons	Secretary
Kathi Hermann	Secretary	Tanna Horner	Hearing Itinerant
Cathy Kain	Bookkeeper	Laurie Jeppson	Speech Pathologist
Dawn Maguire	Preschool	Staci Caputo	Speech Pathologist
Leah Hettel	Preschool	Tammy Hambleton	Tech Coordinator
Martha Maney	Kindergarten	Kay Conroy	Resource Specialist
Carrie Underhill	Kindergarten	Jenny Rodriguez	Paraprofessional
Donna McNamara	First Grade	Jenny Vogel	Paraprofessional
Toni Edgcomb	First Grade	Shelli Slack	Paraprofessional
Melanie Hart	Second Grade	Jill Bessett	Paraprofessional
Kelli Sanders	Second Grade	Velinda Corcoran	Paraprofessional
Tasha Clapp	Third Grade	Deborah Frazer	Paraprofessional
Kathi Shope	Third Grade	Jessica Hancock	Paraprofessional
Kristel Schlorff	Fourth Grade	Kathryn Duque	Paraprofessional
Kelly Bezely	Fourth Grade	Amanda Debernardi	Paraprofessional
Sarah Evola	Fifth Grade	Tracy Tipple	Paraprofessional, Bus Driver
Peggy Miller	Fifth Grade	Sandi Kurtz	Paraprofessional, Bus Driver
Elizabeth Masley	Sixth Grade	Gail Butterworth	Kitchen Mgr, Bus Driver
TJ Chapman	Sixth Grade	Cheri Ehret	Bus Driver, Kitchen
Aaron Walker	Seventh Grade	Nan Schomas	Bus Driver, Kitchen
Lisa Myers	Seventh Grade	Jim Eltrevoog	Bus Driver
Kathy Ferko	Eighth Grade	Brandy Broadus	Bus Driver
Mollie Nagle	Eighth Grade	Dianne Thompson	Bus Driver
Steve Sharp	Band / Music	Tracy Thorsen	Bus Driver
Laura Levine	Special Education	Janet Lobraco	Kitchen
Andrea Gustafson	Special Education	Michelle Etscheid	Custodian
Tyler Bernardoni	Special Education	Randy Gregor	Maintenance
Patrick Allen	Physical Education	<u>Board of Education:</u>	
Kevin Gallagher	Psychologist	Bill Vogel, President, Doug Carroll, Vice-President	
Kathy Holtzman	Social Worker	Dr. Richard Mangold, Secretary, John Armstrong, Vince Evola, Dr. Tom Miller, Bill Keene	

SCHOOL SAFE TIP LINE

The Illinois State Police School Safe Tip Line toll free number is 1-800-477-0024.

This line was created help students report threats of violence or weapons on school grounds or at school events. After receiving calls, the state police will then notify school personnel.

WALLACE GRADE SCHOOL VISION STATEMENT

- Wallace Grade School exists in order to serve the educational needs of the children of the district.
- Our employees strive to provide a well-rounded educational experience that prepares students to become contributing adults and builds self-confidence.
- We work to create an environment for learning that is safe, positive, encouraging, and enjoyable.
- We are committed to challenge each student with high expectations for learning and success. Children will be actively engaged in their learning.
- We need the support and cooperation of caring and concerned families to accomplish our goals.
- We must protect the best interest of all of the residents of our district. That includes decision-making based on input from different sources and exercising fiscal responsibility. Mutual respect, communication, and cooperation are the keys to a healthy learning environment. We have to work together to provide the best program for all.

MISSION STATEMENT

The Wallace School family learns and grows together.

DAILY SCHEDULE

3:15 Schedule

8:25 1st Bell
8:30 School begins
8:35 2nd Bell (Tardy bell)
11:00 First lunch period (K,1,2)
11:40 Second lunch period (3,4,5)
11:43 End of First lunch
12:23 End of Second lunch
12:25 Third lunch period (6,7,8)
1:08 End of Third lunch
3:15 Dismissal

2:30 Schedule

8:25 1st Bell
8:30 School begins
8:35 2nd Bell (Tardy bell)
11:00 First lunch period (K,1,2)
11:32 Second lunch period (3,4,5)
11:40 End of First lunch
12:13 End of Second lunch
12:15 Third lunch period (6,7,8)
12:56 End of Third lunch
2:30 Dismissal

*There is an early dismissal every Tuesday at 2:30 P.M. for teacher meetings.

CANCELLATIONS AND CLOSINGS

- We will utilize a phone notification system to communicate emergencies and school closings.
- It is imperative that you keep the school informed of all phone numbers where you may be reached.
- You may also tune in to WCMY 1430 AM or check online at www.mywebtimes.com between 6:45 and 7:45 A.M. for notice of school closings if the weather is questionable.
- Occasionally, it is necessary to alter a bus schedule. When these circumstances occur, attempts will be made to notify parents of any unscheduled early dismissals or late starts.

REGISTRATION PAYMENTS

Registration fees help defray the cost of supplies and materials used by each student; it is not book rental.

Annual fee for Grades K-8 \$105 (includes assemblies and a yearbook)
Monthly tuition for Preschool \$125 – 3 year old, \$150 – 4 year old

LATE ENROLLMENTS

October, November \$75
December, January, February \$70
March, April, May \$65

REFUNDS FOR STUDENTS TRANSFERRING OUT OF DISTRICT

Exiting during September, October

\$65 *No refund after October.

ACTIVITY/TRANSPORTATION FEES

Activity fees were established to help defray the cost of the extracurricular program to the district. Transportation fees were recommended by the Athletic Advisory Committee as a way to keep transportation available to our students. Fees for participation on academic team, volleyball, soccer, basketball, track, and cheerleading are \$50 per student per activity and a one-time \$25 transportation fee for the school year. Students that are eligible for the free lunch program will pay a reduced activity fee of \$25 per activity. All students, regardless of eligibility in the free lunch program, must pay the transportation fee of \$25. Activity fees are due before uniforms are issued.

PROCEDURE FOR RESOLVING PROBLEMS

The channels for seeking resolution to problems are:

1. Communicating directly with the person most closely related to the problem. Staff will respond within 48 hours to a parent concern. Example: If a parent is having a problem with a teacher, the parent should call the teacher first. If a teacher or a bus driver or a coach is having a problem with a student, the parent should be contacted first.
2. The principal is the second channel.
3. If there is no resolution from the first two channels, the superintendent should be contacted.
4. The final channel is the Board of Education, whose meetings are open to the public. The Board of Education can only render decisions as a group at a regular or special board meeting. Board members have no authority to act individually and should not have undue pressure put on them to do so.

*Please refer to the section on extracurricular activities for more problem resolution information.

FINES

Students are responsible for textbooks and library books checked out to them. In cases where books or materials are lost or severely damaged, students will be assessed a fine in the amount of the replacement cost of the lost or damaged material. For eighth grade students, all bills must be paid prior to graduation; students with outstanding financial obligations will not be allowed to participate in the graduation ceremony. All other students will not be allowed to complete registration until all fines and bills are paid.

DROPPING OFF/PICKING UP CHILDREN

- Parents are asked to refrain from dropping their children off early at school. Students may be dropped off at school after **8:15 A.M.** but will have to wait outside the office until buses unload.
- When parents plan to pick children up after school, please send a note with the child in the morning. Parents are asked to wait outside the office for children at the end of the day.

VISITORS

Wallace Grade School has an audio/visual entry security system at the main entrance of the building. All parents and visitors should ring the buzzer, identify themselves and state the purpose of their visit. Upon identification they will be admitted to the building and will need to report to the office where visitor passes will be provided. Passes are required by all parents and visitors to the building. Before leaving, please sign out.

- Parents and visitors must not enter classrooms or other areas within the building without permission; classes should not be disrupted. Please wait at the office. School personnel can help retrieve/deliver items for you.

ATTENDANCE

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

STUDENT ABSENCE

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 815-433-2986 before 8:30 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential. A doctor's excuse will be required for students who are absent for 3 or more consecutive days or the absences will be unexcused. Please state at the time of your call whether you would like homework sent with another student or if you want to pick it up. Homework may be picked up at 3:30 P.M. Students who are not in attendance at school for at least one half day (at least 3 class periods) will not be able to attend any after school or evening activities or events. Special arrangements can be made in advance through the principal. Students must attend school for at least five hours in order to be considered present for the entire day. Any student not in the classroom by 8:35 will be marked tardy. Students that are tardy more than 3 times per semester will receive an after school detention for each subsequent tardy.

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 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

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

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

MAKE UP WORK

- Students are granted one day per day missed to make up their work for absences.
- Students should also request assignments from teachers before school if they need to leave early for an appointment.
- If a student receives homework prior to their absence, homework is due upon return to school.
- Failure to turn in completed homework will result in a grade of zero for each missing assignment.
- If a student receives homework upon return from their absence, they will have as many days to complete the work as they were excused. After this time, all missing assignments will result in a grade of zero.
- Students are responsible for checking with their teachers to collect their assignments for whichever option they choose.
- Students returning from suspensions are granted one day per day missed due to suspension.

GRADES

The grading scale used at Wallace Grade School is:

Grade	%	Grade	%	Grade	%
A+	100	B-	87	D	76-71
A	99-95	C+	86	D-	70
A-	94	C	85-79	F	69 and below
B+	93	C-	78		
B	92-88	D+	77		

Our student management system assigns a final grade for the year based strictly on the numerical percentages of each quarter's grades.

INTERNET ACCESS TO STUDENT GRADES

Parents of students in grades 3rd through 8th have access to an internet grade book of student grades. Parents must request access to this grade book by submitting an email address to the office to receive a welcoming email with a password that will allow access to their student's information. Parents are reminded that the internet grade book is only a tool in increasing the communication of teachers, parents, and students; actual mid-term, quarter, and end of the year grades will be reported through paper copy reports issued through the main office.

HONOR ROLL

In order to be included on the school honor roll a student must accumulate a grade point average of 88% or higher for all graded subjects during any given quarter. Art, music, band, and chorus will be graded but will not be considered for honor roll. PE will not be considered for Honor Roll for grades 3rd-4th. Students will not be placed on the honor roll if they have received any grades of D or F. **Classes will be weighted based on the frequency of class meetings.**

HOMEWORK ASSISTANCE/DISCIPLINE

Grades 3-5

Students will be assigned to Homework for Lunch each day they fail to turn in an assignment.

If the student fails to turn in an assignment in a class before lunch, they will go to Homework for Lunch that same day; if the class is after lunch, they will go to Homework for Lunch the following day.

Students may attend Homework for Lunch up to three times per quarter with the only additional penalty being a reduction in the grade on the late assignment.

When a student is assigned to Homework for Lunch for the fourth time in a quarter, they will also be assigned a detention to be served at the next available time following notification of their parents.

Following a sixth assignment to Homework for Lunch in a quarter, a student will be assigned an additional detention and a conference with parents may be scheduled.

Students with ongoing academic problems may be recommended for the after-school tutoring program.

Grades 6-8

Students that have four late or missing homework assignments in a class per grading quarter will receive a detention. After the third violation, the teacher will notify the student's parents of the missing assignments and further consequences.

Following a late or missing sixth assignment, a student will be assigned an additional detention and a conference with parents may be scheduled.

Students with ongoing academic problems may be recommended for the after-school tutoring program.

MIDTERM PROGRESS REPORTS

In order to improve communication between school and home, students in third through eighth grades will collect midterm reports from their teachers approximately four and one half weeks into the quarter. Students will take their midterm report sheets home for parents to review and sign. Students will be required to return signed midterm report sheets to their homeroom teacher to indicate that the communication has been received.

TUTORING PROGRAM

- Wallace Grade School will offer a tutoring program available to help students with homework and other assignments after school on a regular basis.
- Teachers who become concerned about an individual student's academic work will notify parents and make referrals to the principal.
- Students may be assigned to the tutoring program to receive specific help with assignments and/or homework management.
- The tutoring program will meet approximately two afternoons per week, will begin immediately after school, and will conclude at 4:00 P.M.
- It will be necessary for parents to pick their students up at school following their assignment to each tutoring program session.

PROMOTION/RETENTION

- A student's achievement of the skills for the grade to which he or she is assigned will be assessed and evaluated before determining the succeeding grade placement. In general, students in grades 3-8 who receive a cumulative grade of F for the year in one or two classes will have an opportunity to make those grades up in summer school. Students who fail to complete summer school successfully or who receive failing grades in three or more academic classes may be recommended for retention. Parents of students at risk of retention will be notified as soon as the need arises. A retention watch program will be put in place at this time with a final decision for retention being made at the conclusion of 4th quarter. Recommendations for retention of students in Kindergarten and grades 1 and 2 will be made by the teacher based on assessments of the student's reaching standards and/or readiness for the next grade.

BAND PROGRAM POLICIES

The band program offers 4th - 8th grade students the opportunity of learning to play an instrument and participating in a variety of performances. Most Wallace students will continue on to Ottawa High School, which has an award winning music program!

Participation in the program involves 1) at home practice, 2) weekly lessons, 3) weekly group rehearsals, 4) various performances; the main two being a Christmas Concert and a Spring Concert, 5) occasional, extra rehearsals (before or after school) to prepare for concerts.

Dropping/Adding band:

Students and parents should understand that the band program is a curricular course for which students receive a grade. Enrollment is for a full school year. Just like other curricular subjects, (Math, English, Science, etc.), students cannot "drop," because of a failing grade, lack of interest, or the "I don't have time to practice" excuse. Band grades are based on if the student shows consistent effort in the participation elements listed above. In certain instances, a student may be allowed to drop at the end of a semester, by the parents scheduling a meeting with the principal and the band director. Parental involvement is crucial to student's success in school and in the study of music.

STUDENT BEHAVIOR - WALLACE GRADE SCHOOL CODE OF CONDUCT

(In accordance with School Policy 7.190 - Student Behavior)

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be

considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

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

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

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through

the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. 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.
9. 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.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
21. 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.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

Disciplinary Measures

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Community service.
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. 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.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. 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 alike" 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.

The following list of infractions is not all-inclusive but should give students and parents a good idea of what constitutes inappropriate behavior at Wallace Grade School.

WALLACE GRADE SCHOOL DETENTION SLIP:

Student:

Date:

Detention Issued By:

Reason for this detention:

Insubordination

Disrespectful behavior

Dishonest behavior

Four late/missing assignments in one class during a grading quarter (grades 5 through 8)

Four late/missing assignments in a quarter – lunch bunch violation (grades 3 and 4)

Receiving 2 conducts (K-4)

Aggressive action toward others

Repeated tardiness (4th or more tardy in semester)

Inappropriate bus behavior

Inappropriate language (verbal or written), gestures or actions

Electronic device violation

Other:

Detentions are served before or after school each Wednesday beginning at 7:45 a.m. or lasting until 4:00 p.m.

Parents must provide transportation for their child's detention.

Parents please sign and return this detention form to Wallace by _____.

Parent/Guardian Signature

My child will attend the morning / afternoon session (parent, please circle your session choice)

DETENTION/SUSPENSION/EXPULSION/BEHAVIOR PLANS

- Detentions are to be served in the week immediately following the week in which the detention was earned. Detentions are served on Wednesdays either from 7:45 AM until 8:30 PM or from 3:15 until 4:00 P.M. Parents will be notified of the detention. Arrangements should be made to bring the student before 7:45 AM or pick up them up promptly at 4:00 P.M. If a child fails to serve the detention, that one detention will then become two detentions. If a child fails to serve the doubled detention, he/she will be assigned a day of In School Suspension. The child will not be allowed to participate in any special classroom activities, field trips, parties, etc. until the missed detentions are served.
- For grade 5-8 students, upon serving 3 detentions, there may be a meeting scheduled with the student, parent(s), teacher(s), school personnel, and administration. An individualized behavior management plan may be developed. Behavior management plans may include a suspension at 6 detentions.
- For K-4 students, upon receiving 2 detentions, there may be a meeting scheduled with the student, parent(s), teacher(s), school personnel, and administration. An individualized behavior management plan may be developed. Behavior management plans may include a suspension at 4 detentions.
- Should a suspension occur, a parent must accompany the student for re-admission to school following that suspension. During the course of an in or out of school suspension, students will not be allowed to attend any field trips or after school or evening activities or practices.
- A request for the Board of Education to consider the option of expulsion will be included in the behavior management plans. Parents who find that their child has problems of behavior or attitude while at school should immediately seek a conference with the teacher or principal. Most of these problems can be eliminated through a cooperative effort of the child, parent and school staff. All activity related to a request for expulsion will be conducted according to the requirements set forth in the School Code.

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:

Toby Coates

1463 N. 33rd Road

Ottawa, IL 61350

815-433-2986

tcoates@wallacegs.org

Kathy Holtzman

1463 N. 33rd Road

Ottawa, IL 61350

815-433-2986

kholtzman@wallacegs.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. Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

POLICY PROHIBITING GANG ACTIVITY

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

EIGHTH GRADE GRADUATION

Students must successfully complete each of their classes (final grade of D- or better) in order to participate in the graduation ceremony. Students who continue to accumulate any type of discipline throughout the year may lose the privilege of participating in the graduation ceremony and dance.

Gowns will be worn for the eighth grade graduation ceremony. Students participating in the graduation ceremony will purchase a gown at a minimal cost. Because students are wearing gowns for graduation their clothes do not need to be elaborate. For the girls, a street length, casual, modest dress or a blouse and a skirt are appropriate. We discourage the wearing of formal gowns. For the boys, a long or short sleeve dress shirt and a tie with slacks and dress shoes are appropriate. The following items are not appropriate: shorts, jeans, bare midriff shirts, gym shoes or boots. Students who are dressed inappropriately may be excluded from graduation. We are happy that the ceremony has been dignified and want to keep it the same for years to come.

AWARDS

The following awards are presented at the annual eighth grade graduation ceremony:

- **Academic Achievement:** Given to all eighth graders who have qualified for the honor roll in six of the eight quarters during seventh and eighth grades.
- **Charlene Wisniewski Eike Award:** Given to one boy or girl based on the following; "Wallace Eighth Grade graduate who has shown involvement in activities with dedication and a positive attitude, has brought out the best in others, and has added to the improvement of Wallace School."
- **Maxine Fennessey Award:** one boy or girl; general citizenship.
- **Larry Myers Award:** given to one boy and one girl based upon; positive attitude; participation in at least one extracurricular team in 6th, 7th, or 8th grades; working up to their ability academically (does not have to be an "A" student).
- **Fine Arts Award:** given to a student who has participated in the Wallace music program in 6th, 7th, and 8th grades.

Selection of students is made by faculty and staff members working in grades 6-8 who have had experience with the students in an academic setting.

EIGHTH GRADE CLASS TRIP

- Goal - all 8th Grade students participate in the D.C. trip.
- Students will work together through various fundraising efforts to raise money to cover the cost of the trip for ALL students.
- The school will keep individual fundraising accounts.
- Parents may choose to pay for the trip. Parents who choose to opt out of fundraising will owe \$1310.
- 8th grade students that transfer into the district after the first day of school may have to pay towards the trip.
- Students must make a declaration in writing by January 15th, if they choose not to participate in the trip.
- Students participating in the trip must pay \$100 deposit (\$50 non-refundable).
- If a student opts out of the trip or becomes ineligible after payments have been made, refunds will be based on the travel company's refund policy.
- Students must be eligible to participate = passing all their academic subjects with a cumulative grade of D- or better, pass the Constitution Test prior to the trip, all school fees must be paid, have no suspensions, and less than 4 detentions.
- Students who violate the guidelines while on the class trip may be sent home at the expense of their parents and will not participate in the graduation ceremony or the dance.

SCHOOL LUNCH PROGRAM

Wallace Grade School provides a hot lunch program that serves nutritious, well-balanced meals to students. The cost of a hot lunch with milk for students is \$2.25 daily. A carton of milk is 30 cents for those students who bring lunch. We ask that you pay for lunches in blocks of at least 10. You will receive a menu each month. A record of your purchases will be kept at school. It is helpful if you put a check or cash in an envelope. Please mark the envelope with the following information:

1. Child's name and grade
2. Amount of money that is enclosed.

Each student will have a bar code for their individual lunch account. Students have to pay ahead for lunches. Account balances can be accessed on our student management system Teacherease. Applications for the federal free and reduced price lunch program are available at the school. Please contact Mike Matteson, superintendent, with any questions.

FOOD ALLERGIES

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 at (815) 433-2986. 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.

CLASSROOM/BIRTHDAY PARTIES

Classroom/Birthday treats must have prior approval from classroom/homeroom teacher. Food for parties is limited to snacks and drinks. It is recommended that homemade items are brought with a list of ingredients. Pizza or “lunch” parties will not be allowed. Exceptions to these guidelines will be made through prior approval of administration.

RECESS AND PLAYGROUND RULES

- Students will go outside after lunch for a recess period weather permitting
 - Exceptions include students assigned to Homework for Lunch and those excused by a physician's note.
- Following lunch, students in grades 6, 7, and 8 may choose to stay inside for a supervised study hall in the multipurpose room. Students need to bring their study materials with them to lunch. Students who do not bring study material with them or choose not to work quietly will be sent outside to recess.

SAFE SCHOOL ZONE

Wallace Grade School is a Safe School Zone. There are increased penalties for gang activities or the use, sale, or possession of drugs and weapons. School officials will call upon local law enforcement authorities for assistance and prosecution when warranted.

EXTRA-CURRICULAR ACTIVITIES

Teams--Wallace will offer the following teams:

- Academic team- one team for 6th, 7th, and 8th graders.
- Boys' and Girls' Basketball: one 5th grade team, one 6th grade team, one 7th grade team and one 8th grade team; coach can have up to 20 players—combined classes of 7/8 and 5/6.
- Volleyball: one 5th grade team, one 6th grade team, one 7th grade team and one 8th grade team; coach can have up to 20 players—combined classes of 7/8 and 5/6.
- Soccer: one team for 5th-8th graders; based on numbers, may have traveling/home teams.
- Track: one team for 6th, 7th, and 8th graders.
- Cheerleading: One 5/6 grade group and one 7/8 grade group.
- Poms: one group

Tryouts: Selection to a team will be based on tryouts, coach's recommendation, and/or past participation.

Practice: Normally 7th and 8th grade teams will practice together, 5th and 6th graders will practice together. Because we have sports overlapping, we have to share the facilities. Girls' and boys' basketball will overlap for several weeks and boys' basketball and volleyball will overlap. No sport is more important than any other sport; the principal will be in charge of the practice schedule. Coaches need to communicate with the athletic director regarding the practice schedule.

Playing time: In basketball, only 5 players get to play at a time. In volleyball, 6 players play at once. Everybody does not get to play as much as they want. At 5th and 6th grades, we will play more of our team members and focus on participation and learning. There will be times when our coaches cannot get all of the players into a game, which is part of being on a team. Coaches look for players who are faithful about attending practice and who work hard in practice. Players who are absent from practice or who do not feel a need to work in practice will find themselves not playing as much as they may think they should play.

Transportation: Students involved in extra-curricular activities will pay a one-time \$25 transportation fee per school year regardless if they participate in one activity or several. Prior to the 1st game, Wallace Grade School will provide parents the dates and times that transportation will be provided. In the case of weekend games/events, parents will be responsible for transportation. When transportation is provided, all team members are expected to

ride the bus to away contests unless different arrangements have been pre-approved by the principal. At the discretion of coaches, parents may transport their child home from an event; parents must turn in the request form to the coach before leaving the site with their child. Any plans to take the team to eat on the way home from a contest or performance must be pre-approved by the principal and communicated to parents prior to the trip.

Practice and Contest limitations: Students who participate in extracurricular activities also need time to rest and to spend with their families. School activities should not take up so much of a student's time so that they cannot participate in the other facets of a normal life of an elementary school student. During the regular season, teams may practice or participate in contests five times per week with practices finished by 8:30 p.m. on school nights. An exception will be made during the IESA State Tournament. If an IESA State competition falls on a Monday, coaches wanting to practice on Sunday will work with families to find an agreeable practice time.

Participation: Some of our girls' seasons will overlap.

Coaches will work cooperatively with each other and administration to create schedules of competition/performances and practices with a minimum of conflicts. The administration will make the final decision if there is not an agreement made.

Basketball and volleyball are subject to the contest limitations of the IESA.

IESA limitations regarding the number of quarters and games that students may play will be followed by 7th and 8th grade team members.

Requests for group purchases of equipment must be approved by the principal first. Students are responsible for providing their own shoes for all activities. Coaches will schedule a meeting for students and parents prior to the beginning of the season. Coaches will collect and account for uniforms at the end of each season.

Student Athlete Concussions and Head Injuries

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

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the **School District's return-to-play and return-to-learn protocols.**

ELIGIBILITY IN EXTRA-CURRICULAR ACTIVITIES

Students participating in extra-curricular activities must meet all the following conditions:

- In order to verify eligibility, students wishing to participate in extra-curricular activities must sign up prior to the first day of tryouts or practice. Failure to do so *may* result in the student not being allowed to participate in the extra-curricular activity.
- It is the responsibility of each student participating in Wallace sports to obtain a physical exam before trying out for a team. Under no circumstances will a student be allowed to participate in a sports *tryout*, practice or contest without a current (less than 12 months old) physical exam record on file in the school office.
- Students will be responsible for paying their sports fee of \$50 per sport and the one-time \$25 transportation fee per year before participating in a contest or performance.
- Students must maintain passing grades in order to participate or to try out for a team which means they must maintain grades of D- or better cumulatively through the nine week grading period. Eligibility starts new each nine week period—no past grades from previous grading quarters are included.

The period of eligibility begins the week preceding the first contest or performance of the season.

Academically ineligible students will not attend away contests during the period of ineligibility; attendance at home contests, without participation, is at the discretion of the coach. If the student does not abide by these rules, it will result in dismissal from the squad or team.

- Students receiving detentions after tryouts begin will be dealt with as follows:
 - 1st detention - student will receive a warning.
 - 2nd detention - student will automatically become ineligible for next game/contest.

- o 3rd detention - student will receive two game/contest ineligibility.
- o 4th detention - student will be removed from the activity.
- Students receiving a suspension after tryouts begin will receive two game/contest ineligibility. A student receiving a second suspension will be removed from the team.
- Any student who is academically ineligible for 3 weeks will be dismissed from the activity. The period of ineligibility will begin on Monday and conclude the following Sunday night. A student who is ineligible will not dress for contests of ineligibility.
- Students must be in attendance for at least half of the day (3 academic class periods or more) before they may participate in a contest or performance. At the discretion of administration, students that are away from school to attend a funeral, an out of town doctor appointment, or a commitment approved by administration may still participate in an after school event.
- At the first substantiated incident of a student using alcohol, tobacco, illegal, or look alike drug that student will be removed from the team/squad.
- Students are subject to the rules of the Illinois Elementary School Association that govern participation in activities.

In order to improve communication, parents who wish to discuss a complaint with a coach must observe a 24 hours cooling off period before doing so. The student should attend the conference with the parent and the coach. Please refer to procedure for resolving problems in this handbook. Individuals not abiding by 24 hour cooling off period may be suspended from the next home contest.

STUDENTS ATTENDING GAMES

Fifth through 8th grade Wallace students that choose to attend after school events/contests may do so without the supervision of a parent/guardian. Students in grades kindergarten through 4th grade must attend with a parent/guardian.

WAC

The Wallace Athletic Club will work with the administration and the board to enhance all of the activities equally. Membership is open to all parents/guardians. We encourage you to join.

BUS TRANSPORTATION

- The district provides bus transportation to and from school for all students.
- Parents will be informed in August of their bus stop and approximate pickup and drop off times. 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.
- 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.
- Parents will be informed of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.
- Students may be suspended from riding the school bus for up to 10 consecutive school days for inappropriate behavior. If a student is suspended from riding the bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.
- For questions regarding school transportation issues, contact: Toby Coates, Principal 815-433-2986

School Bus Drivers--Please call the driver if your child will not be riding the bus:

Dianne Thompson	434-7772	Sandy Kurtz	955-3999	Tracy Thorsen	326-0216
Gail Butterworth	434-0263	Cheri Ehret	434-6877	Jim Eltrevoog	434-3384
Brandy Broadus	326-1403	Nan Schomas	252-0944	Tracy Tipple	343-2229

WALLACE GRADE SCHOOL BUS BEHAVIOR REPORT

Student: _____ Teacher: _____
Bus Number: _____ Driver's name: _____
Trip: A.M. P.M. _____ Date: _____

Notice to Parents,

The purpose of this report is to inform you of a disciplinary action involving your child on the bus. You are urged to appreciate the action taken by the driver and to cooperate with the corrective action initiated. If you dispute the factual basis of this notice you may appeal it by contacting Mr. Toby Coates, Principal at 433-2986. He is available until 4:00 P.M. If the penalty assessed is a "D" you may have your case reviewed by the Board of Education or it's hearing officer. Please contact Mr. Toby Coates to arrange for the hearing.

Driver's Checklist

Destruction of property Fighting
 Smoking Unacceptable language
 Other (specify) Throwing projectiles
 Violation of safety procedures Cell phone violation
 Rude/discourteous/annoying behavior

Preliminary Action Taken

Meet with driver
 Meet with student(s)
 Report sent home with student
 Telephoned parent at following time(s)

Penalty Assessed:

- A. (K-4) 1 conduct (5-8) 1 detention
B. (K-4) 1 conduct plus 5 day suspension from the bus
(5-8) 1 detention plus 5 day suspension from the bus
Beginning on: through:
C. (K-4) 1 conduct plus 10 day suspension from the bus plus mandatory conference
with parents, student, driver, and administrator
(5-8) 1 detention plus 10 day suspension from the bus plus mandatory
conference with parents, student, driver, and administration
Beginning on: through:
D. (K-4) 1 conduct plus recommendation by administration that student be denied bus privileges for the
remainder of the school year
(5-8) 1 detention plus recommendation by administration that student be denied bus privileges for the
remainder of the school year.

Previous Penalties Assessed: None A B C D

Driver's signature: _____ Parent's signature: _____ Administrator's signature: _____
Date Issued: _____ Return by: _____

DRESS CODE

The school has a responsibility to establish a dress code for reasons of health, safety, and/or propriety. However, it is important that a cooperative effort between home and school exist. To insure reasonable attire is worn by our students, the following guidelines have been established:

- Cleanliness, neatness, and good grooming are always fashionable and students will be encouraged by school personnel to maintain a high degree of personal pride in their dress and grooming practices.
- Current fashion and parental wishes regarding attire and grooming will be honored as long as safety and health of the students are not endangered and/or as long as attire is not in poor taste for the individual in the school setting.
- In an effort to give parents and students direction, the following examples of standards are offered. If you are in doubt about any specific item, contact the school for clarification.
- Clothes that are too tight, sloppy, excessively torn, expose the body or undergarments inappropriately, constitute a health or safety hazard, or are a distraction to others, will not be acceptable. Examples include: Tank tops with straps less than 3 inch wide, halter tops, bare midriff tops or tops with spaghetti straps are not allowed. Sports jerseys may be worn over a T-shirt. Coats are normally not permitted to be worn in the classrooms. However, abnormal conditions may warrant their use.
- Head wear such as hats, hoods, caps, or bandanas are not to be worn by anyone in the building unless otherwise directed by school personnel. Shorts on boys and shorts and/or skirts on girls should be long enough so that the students' fingertips do not extend below the length of the clothing. Footwear should be appropriate for the weather. Chains are not allowed on students.
- Emblems, symbols, patches and/or slogans are permitted as long as they are not "suggestive or promotional" by message or location on the articles of clothing.

This is not an all-inclusive list. The superintendent and/or principal will have the responsibility and authority of determining whether or not a student's attire and grooming is appropriate. Wallace Grade School may have available appropriate T-shirts, shorts, and coats that students may wear if deemed necessary.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Information can also be obtained from the school office.

SPECIAL EDUCATION SERVICES

Special education programs and services are currently available either in our own district or in other districts within the LaSalle/Putnam County Alliance for Special Education (LEASE). Referrals of students for special education programs and services may be made by parents. The necessary referral forms are available from the office or local psychologist. Parents may also request a copy of the "Rules and Regulations Governing the Administration and Operation of Special Education" by writing to the Illinois State Board of Education, 100 North First Street, Springfield, IL. 62777.

If you have any questions about the availability of special education services in this district please contact Mr. Toby Coates, principal, at 433-2986. Any question regarding state or federal requirements or other programs in this cooperative can be answered by LEASE officials as 433-6433.

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.

SPEECH-LANGUAGE SCREENING

Teachers, parents, or other professionals may refer a student for a speech/language screening by the speech pathologist any time throughout the school year. Parental consent will be obtained prior to the screening. Parents will then be notified of the results. Any students who are identified with communication problems that may adversely affect their education shall be referred for a further evaluation to identify the need for speech/language services. Parents will be notified and a meeting scheduled to discuss evaluation results. If direct services are indicated, an Individual Education Plan will be written for the student and parental consent for speech/language services will be obtained.

VISION/HEARING SCREENING

Senate Bill 0805-Public Act 093-0504 – Vision and hearing screenings will be done annually, as mandated, for all new/transfer students, special education students and any students referred by a teacher. Vision and hearing screenings are not a substitute for a complete exam and evaluation by a doctor. Students are not required to undergo a vision screening IF an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months.

Effective date: January 1st, 2008 – Any child entering the Illinois school system for the first time is required to have an eye examination performed by a licensed optometrist or medical doctor who performs eye examinations, as specified by the IDPH administrative rules. Parents must provide Wallace CCSD #195 with the Eye Examination Report form or present an Eye Examination Waiver form if applicable.

HOMEBOUND AND HOSPITAL INSTRUCTION

Students who will need home or hospital instruction during the course of the year should be referred to the principal. Parents making such a referral will be required to include a report from a licensed medical physician who will give an estimate of the duration of the temporary physical or health impairment which is causing the need for home or hospital instruction. It will then be the responsibility of the school district to determine the need for such instruction based on the estimated length of absence from school and the projected academic loss for the individual child.

MEDICAID

If your child receives special education services and is also Medicaid eligible, the school district can seek partial reimbursement for Medicaid for health services documented in your child's Individual Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birthdate and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity. If you approve the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or any time in the future, please state your objection in writing and forward it to:

Kevin Gallagher, School Psychologist
Wallace Grade School
1463 N. 33rd Road
Ottawa, IL 61350

Regardless of your decision, the district must continue to provide, at no cost to you, the services listed in your child's IEP. This program has no impact on current or future Medicaid benefits for you, the student or your family. Under federal law, your decision to participate in this program CANNOT:

- Decrease lifetime coverage or any other public insurance benefit,
- Result in the family paying for services that would otherwise be covered by Medicaid,
- Increase your premiums or lead to discontinuation of benefits or insurance, or
- Result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

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

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.

RTI—RESPONSE TO INTERVENTION

All students are tested/benchmarked in reading comprehension, reading fluency, and math computation three times a year. Based on student scores and teacher information, students are identified to receive additional instruction and regular progress monitoring. Parents will be notified of child identification, intervention instruction, and student progress. Students not responding to interventions may be referred for special education services.

ENGLISH LEARNERS

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program or to express input in the school's English Learners program, contact Toby Coates at 815-433-2986.

BIRTH CERTIFICATE REQUIREMENTS

Public Act 84-130 of ISBE requires that Wallace Grade School District #195 shall notify any person enrolling a student in school for the first time that such person must provide either:

1. a certified copy of the student's birth certificate or
2. other governmental documentation of the child's identity and an affidavit explaining the inability to produce a copy of the birth certificate.

If the necessary documentation is not received or is inaccurate or suspicious, the district must report the matter to the local law enforcement authorities. Parents or guardians of transfer students must sign a request for records from the previous school. Records should be transferred within 10 days. Public Act 84-1401 allows a district which receives a transfer request from a student with unpaid fees to withhold the student's official grade transcript until the fees are paid.

PROCEDURES CONCERNING HEAD LICE

- Parents are required to notify the school nurse if they suspect their child has head lice.
- Teachers will send all suspected cases of head lice and/or nits to the office to be examined by the school nurse or person designated to perform this function. If a positive identification is made, students within the same household should also be examined for head lice. Parent(s) or Guardian(s) of a student found with active head lice and/or nits will be notified immediately.
- If actual head lice (insects) are found, the student is then removed from contact with other students and sent home for treatment. A letter regarding the treatment of the student, the home environment, and information

about head lice/nits will be sent home with the student. The student will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or person designated to perform this function. Proof of treatment must be provided and the student must be determined to be free of head lice. The student is prohibited from riding the school bus until this determination has been made. Once the student returns, he/she will be checked at 7-day and 14-day intervals.

- If nits only are found, the parent or guardian will be notified and provided with educational material outlining proper nit removal and treatment. The student may remain in school and will be re-checked at 7-day and 14-day intervals. The student will be permitted to return to school after proof of treatment is provided to the school. However, it is critical for parents or guardians to remove all nits for successful treatment as none of the pediculicides are 100% effective. Parents are advised to check through their child's hair DAILY for 3 weeks and treat if live lice are present.
- In the case of a nit reoccurrence, all nits must be removed from the student's hair prior to the student's readmission to school.
- A log will be prepared at the beginning of each school year. It will contain the dates of all head lice checks, the results, parent contacts, and record of treatment used.
- School administrators retain the authority to exclude a child with repeated infestations of live lice or viable nits (within ¼ inch of head) if there is lack of adequate follow through by the parents or guardian.
- The LaSalle County Health Department (433-3366) and the LaSalle County School Health Service (434-8663) and the Regional Office of Education (434-0780) can loan informational video for schools and parents to use.

ASBESTOS UPDATE ADVISEMENT

All parents and students are hereby notified that an Asbestos Management Plan has been filed with the Illinois Department of Public Health. This plan is readily available for inspection at the Wallace Grade School office. Any asbestos containing materials in the building have been designated as such and are being dealt with as specified in the Management Plan.

INSURANCE

Student accident insurance is available for purchase through a plan approved by the Board of Education. Wallace Grade School does not carry accident insurance on students or visitors.

TELEPHONE USE

Students may use the school phone to contact their parents when they are ill or in another emergency. Students must have permission from their teacher before using the phone.

TOBACCO

Wallace Grade School is a tobacco free facility. The use of tobacco is not allowed in the building or anywhere on the grounds at any time by students, staff, or visitors.

PHYSICAL EDUCATION

Students in sixth through eighth grades are required to wear physical education clothes during P.E. class. The required items are: separate tennis shoes that are to be kept at school, shorts, and a t-shirt. T-shirts must have sleeves; they cannot be cut – offs or tank tops. Shorts must be at least finger – tip length. Each article of clothing is worth one check. If a student forgets their shorts, shirt or shoes they will receive a check for each one. If a student receives six checks in a quarter, they will receive a detention.

Students in kindergarten through fifth grade are required to have a separate pair of tennis shoes that are to be kept at school.

If a student is unable to participate, they must have a note from home (for a period of up to 3 days) and from a doctor if for longer than three days. Students need to bring a doctor's note saying they can resume activity. School rules are to be followed in the locker rooms at all times. Violations of school rules may result in a student being removed from the locker room.

FIELD TRIPS

Parents that agree to chaperone field trips are responsible only for the children in their child's class. No (younger) children are allowed to attend the field trip. 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. Students may be prohibited from attending field trips for any of the following reasons:

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

Students that are not allowed to participate on the field trip are required to attend class during the school day and time that the students' class will be on the trip.

LOCKERS

Students in grades 4-8 will have the use of a locker. The lockers are the property of Wallace Grade School and may be searched when warranted. Decorations that are inappropriate or disruptive in nature will be removed. Wallace Grade School is not responsible for personal property that is lost or stolen.

SEARCH AND SEIZURE

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

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

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

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

Students

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

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

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.

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is 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.

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.**

[Prescription medication must be brought to the school by an adult in the original package or appropriately labeled container displaying student's name, medication name and dosage, when to be taken, prescribers' name, and pharmacy name. Non-prescription medications must also be brought to the school by an adult in the manufacturers' original container and the student's name on it. At the end of the treatment regime or at the end of the school year, any unused medication must be removed from the school or it will be properly destroyed]

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.

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

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. 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.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. 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.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

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

A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Lead screening is also a required part of the health examination for children age six years or younger prior to admission to kindergarten.

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.

Parents or legal guardians who are requesting a religious exemption to immunizations or examinations must use the Illinois Certificate to Religious Exemption to Required Immunizations and/or Examinations form for students entering kindergarten, sixth, or ninth grades. The form may not be used for exemptions from immunizations and/or examination for personal or philosophical reasons. Illinois law does not allow for such exemptions. The form must be signed by the child's parent or legal guardian and the child's health care provider responsible for performing the child's health examination.

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 an Illinois 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. Children who show an undue burden or a lack of access to an optometrist or to a physician who provides eye examinations shall receive a waiver from the requirement for an eye examination. The Eye Examination Waiver form is available at the school and must be submitted to the school by October 15 of the school year it is required.

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. Children who show an undue burden or a lack of access to a dentist shall receive a waiver from the requirement for a dental examination. The dental examination waiver form shall be submitted to the school by May 15 of the school year. However, the school schedules a mobile dental program to come in to the school that would fulfill this dental exam requirement.

COMMUNICABLE DISEASES

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

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

INTEGRATED PEST MANAGEMENT

Wallace Grade School has adopted an integrated pest management plan. Parents who wish to be notified prior to application of pesticides should notify the school office to have their name included in the notification list.

STUDENT USE OF ELECTRONIC DEVICES

(In accordance with School Policy 7.190 - Student Behavior)

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod, ipad, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

From the time a student boards the bus to school to the time the student exits the bus at home, all electronic devices must be kept powered-off and stored in book bags or lockers unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

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; and (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.

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.

STUDENT SURVEYS

The Protection of Pupil Rights Amendment (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. Copies of the rights can be obtained by contacting the principal.

EMERGENCY DRILLS (FIRE, TORNADO, AND SITE EVACUATION)

Safety drills including fire, tornado, and other emergency drills, will be held periodically to ensure that the students know the proper emergency procedures to follow. Please emphasize to your child that these drills are serious business that could someday save the lives of many students. Exit routes are posted in each room. Our primary school evacuation site is the First Church of the Nazarene located across from Farm & Fleet on north Rt. 23. We may use other sites if/when necessary.

NONDISCRIMINATION

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Toby Coates at 815-433-2986.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

SEX OFFENDER NOTIFICATION LAW

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

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

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

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

STUDENT RECORDS

- The principal of District #195 is the official custodian of records. No information from student records shall be shared with other school personnel except on a "need to know" basis. If other than school personnel request access to a child's records, specific written consent from the parents must be obtained. Parents have access to their child's records. Access to these records includes the opportunity to examine them in detail with the assistance of a school official, one who is qualified and trained to interpret test scores and other matters. Records must be made available not more than 15 days following the request. Parents will be notified of the records to be released, the reason for the release, and the name of the person to whom the records will be released. When Wallace Grade School releases the records upon request and with the approval of parents, the agency receiving the information then assumes the responsibility for obtaining the necessary permits before releasing information to additional agencies.
- A school log shall be kept for all information released as pertains to a student's records of those requesting the information and action accorded the request. This log shall not apply to local school personnel. Parents shall be awarded an opportunity of a hearing to challenge the contents of their students' records. Such a hearing shall be granted for information that is inaccurate, misleading, or inappropriate. The hearing policy will contain methods provided to make such corrections.
- Wallace Grade School has a reciprocal reporting policy which allows the sharing of information related to students in order to promote good communication with local law enforcement officials.

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

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. 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 the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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.

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

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

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

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Gender, Grade level, Birth date and place, Parent/guardian names, addresses, electronic mail addresses, and telephone numbers. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored

activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, Academic awards, degrees, and honors, Information in relation to school sponsored activities, organizations, and athletics, Major field of study, Period of attendance in school Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. 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.

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

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

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605