

Carbon Cliff-Barstow

District #36

Eagle Ridge School

Student Handbook

2020-2021

HANDBOOK DISCLAIMER

This handbook is not intended to create a contractual responsibility with the student. Rather, it is intended to describe the school and summarize current practices, procedures, rules, and regulations (or code of conduct). Items in this handbook are subject to change, without notice, by the administration or School Board.

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**EAGLE RIDGE SCHOOL DISTRICT #36
BOARD OF EDUCATION
MEMBERS**

Lisa Cantrell, President – lcantrell@ccb36.com
Brian Allen, Vice President – ballen@ccb36.com
Jake Hess, Secretary – jhess@ccb36.com
Ginger Anderson, Treasurer – ganderson@ccb36.com
Matthew Behnken – mbehnken@ccb36.com
Eva Gonzalez – egonzalez@ccb36.com
Kim Sands – ksands@ccb36.com

MISSION STATEMENT

The mission of the Carbon Cliff-Barstow School District is, to prepare our students to be academic and career ready, in order to reach their full potential as confident life-long learners.

VISION STATEMENT: Carbon Cliff School District 36 – Every Student - Every Day

ADMINISTRATORS:

SUPERINTENDENT – Eric Lawson
PRINCIPAL – Heidi Lensing

SCHOOL OFFICE HOURS:

7:30 a.m. to 4:00 p.m.

WEBSITE:

www.ccb36.com

TELEPHONE NUMBER

(309) 792-2002

Extension

| | |
|-----|--|
| 201 | School Administrative Assistant – Andrea Dau |
| 202 | School Nurse – Carol Nutt |
| 203 | Superintendent – Eric Lawson |
| 204 | Principal – Heidi Lensing |
| 205 | Superintendent Administrative Assistant – Carri Anderson |
| 206 | Bookkeeper – Susan Martin |
| 207 | Counselor – Margaret Kuhl |

SCHOOL DAY

All Eagle Ridge students have school from 8:00 a.m. – 3:00 p.m. on full days and 8:00 a.m. – 1:00 p.m. on half days and collaboration days. Finally, there will be three dates upon where the school will dismiss at 2:00 for teacher report card preparation. Please refer to the school calendar for holidays, teacher collaboration days, and early dismissal times. We encourage all students to be at school by 7:30 a.m.

BIRTH CERTIFICATE REQUIREMENTS

Within 30 days of enrollment, a parent/guardian must provide school officials with a certified copy of the student’s birth certificate. Upon the failure of a person enrolling a student to provide a copy of the student’s birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content. The District shall “flag” a student’s record on notification by the State police of the student’s disappearance and shall report to the State police any request for a “flagged” student record.

RESIDENCY REQUIREMENTS

Only students who are residents of the District may attend the District school except as provided below or in State law. A student’s residence is the same as the person who has legal custody of the student. An exemption to this policy, is that if an employed administrator, teacher, or staff member from Carbon Cliff-Barstow #36 wants to have their child/children attend Eagle Ridge, residency requirements will not be considered and a tuition charge will not be charged.

A person asserting legal custody over a student, who is not the child’s natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student’s change of residence is due to the military service obligation of the student’s legal custodian, the student’s residence is deemed to be unchanged for the duration of the custodian’s military service obligation if the student’s custodian made a written request. The District, however, is not responsible for the student’s transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Anyone seeking to enroll a student must present proof of residency within the District by providing the required number of documents from each of the following categories:

Category I (One document required)

Most recent property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners) Mortgage papers (homeowners)

Signed and dated lease and proof of last month’s payment, e.g., canceled check or receipts (renters)

Letter from manager and proof of last month’s payment, e.g., canceled check or receipt (trailer park residents) Letter of residence from landlord in lieu of lease (7:60-AP2, E1)

Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-AP2, E2)

Category II (Two documents showing proper address is required)

Driver’s license

Vehicle registration Voter registration
Most recent cable television and/or credit card bill Current public aid card
Current homeowners/renters insurance policy and premium payment receipt Most recent gas, electric, and/or water bill
Current library card
Receipt for moving van rental Mail received at new residences

IMPORTANT:

The School District reserves the right to evaluate the evidence presented, and merely presenting the items listed in this Procedure does not guarantee admission.

WARNING:

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student begins attending a District school as a non-resident. A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis, or a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)).

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend Carbon Cliff-Barstow School District #36 without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

Dispute Resolution Policy for Homelessness:

If a dispute arises over an issue covered in this policy, the child or youth in transition will be admitted immediately to the school in which enrollment is sought, pending resolution.

SUPPLIES AND FEES

REGISTRATION FEES

Registration fees will be waived for the 2020-21 school year due to Covid-19.

TEXTBOOKS

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. **Students must also pay for the loss of or damage to school books or other school-owned materials.**

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. All school student fees as defined by the Illinois State Board of Education (ISBE) are waived for students who meet the eligibility criteria for a fee waiver contained in this policy. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Students are responsible for the care of any books issued to them by their teachers or checked out from the library and must pay for damaged or lost books. If books are misplaced, students should check in each of their classrooms and the lost-and-found.

In order that a student who loses a textbook may continue with his or her class work, the student may obtain a temporary replacement (one time only) for a non-refundable fee of \$2.00. However, both textbooks must be returned in good condition by the end of the school year or the full replacement cost will be assessed for any text not returned. Should textbooks need rebinding because of abuse; a \$10.00 fee will be assessed for rebinding costs. All fees are paid in the Superintendent's office.

ASSIGNMENT BOOKS

Students in grades K – 8 will be provided an Assignment Notebook if his or her teacher requires this in their classroom. Teachers will explain use of this handbook to each and every student who is required to have one.

LOCKERS

School lockers are the property of Eagle Ridge School and are provided for the convenience of students. Periodic general inspection of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. Lockers should be maintained in an orderly manner so the door may be closed gently with all belongings inside.

BEFORE AND AFTER SCHOOL PROCEDURES

ARRIVAL AND DEPARTURE TIMES

Students should not be on school grounds prior to 7:20 a.m. Breakfast is served from 7:20-7:55 a.m. Staff will be present outside to supervise students at 7:40 am. Staff will also be supervising 10 minutes following student dismissal.

All students must leave the school and school grounds immediately after dismissal, unless they obtain permission from a school staff member to remain after school or are participating in a school-sponsored activity. Parents are urged to call the school if children are late in arriving home, to learn if the child has been kept after school.

PARKING LOT DROP-OFF AND PICK-UP

Parents must enter and use the circle drive for student drop-off

and pick-up. Pull as far forward as space allows ONLY on the right side before stopping. ALL STUDENTS SHOULD EXIT/ENTER THE VEHICLE ON THE RIGHT SIDE AWAY FROM CAR TRAFFIC. IT IS DANGEROUS FOR STUDENTS TO ENTER OR LEAVE A VEHICLE FROM THE LEFT SIDE DUE TO MOVING CARS.

IT IS DANGEROUS FOR STUDENTS TO WALK BEHIND CARS. Once students have exited/entered your car please exit the parking lot. **PARKING AND STUDENT DROP OFF WILL NOT BE**

ALLOWED FROM THE STAFF PARKING LOT. THIS IS FOR BUS DROP OFF AND PICK UP ONLY. Please do not park in the drop-off area and leave your vehicle. Parents who do not abide by these rules will be subject to fines via the Rock Island County Sheriff's Dept.

To assist with parent parking, Eagle Ridge School will dismiss bus students at 2:50 p.m. and all others will be dismissed at 3:00 p.m.

PLEASE DRIVE SLOWLY AND USE CAUTION AT ALL TIMES. STUDENTS MUST USE SEAT BELTS AND APPROVED SAFETY SEATS AT ALL TIMES WHEN CARS ARE MOVING. PLEASE NOTE THAT IT IS ILLEGAL TO USE A CELL PHONE WHILE DRIVING IN A SCHOOL ZONE.

These procedures will increase the efficiency of student unloading and loading routines and will increase student safety. Your patience and cooperation are appreciated. Please contact the Superintendent if you have any questions or comments.

STUDENT DISMISSAL PROCEDURES

Parents/Guardians of all students (preschool through 8th grade) will be required to provide proper identification that is consistent with the information from the emergency cards stored in the district office.

All students in Pre-K thru 8th grade will be supervised outside the main doors. If a student is being picked up by a family member after school, the teacher WILL NOT dismiss the child until contact has been made. If there is a substitute, he or she will seek guidance from a regular teacher to allow dismissal. We realize that some parents will prefer that their children be dismissed right after school and that a plan has already been established (such as to walk home or meet someone). While we believe the safest option is to release the child from inside the building to an authorized adult, we will respect the request if the parent/guardian signs a dismissal waiver. Students whose parents have signed the waiver will be released at 3:00 p.m. and teachers will not be watching where they walk or with whom they leave.

VISITORS TO AND CONDUCT ON SCHOOL PROPERTY

THERE WILL BE NO VISITORS IN THE SCHOOL BUILDING DURING THE 2020-21 SCHOOL YEAR DUE TO COVID-19.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.
3. State law requires a Building Principal or teacher to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be required to leave school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings:

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;\
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

PARKING ON SCHOOL GROUNDS

When dropping off and picking up students at school, please observe the following safety restrictions: according to the Police, there is no parking along the streets.

The North parking lot is for Faculty / Parent Parking only.

The Circle parking lot is designated as bus drop off and pick up only.

Please note and respect handicapped parking spaces. *LOCKING OF DOORS to provide a safe environment for all staff and students will take place from 8:15a.m. to 2:55 p.m. During these times, a buzzer system, located just outside the right, front main door, will be used for entry.*

- For security purposes, all doors will be kept locked during the school day.
- The main entrance is equipped with a buzzer that must be pressed to alert the office that you wish to enter. Upon entering, you must come into the office and check in.
- Entrance into the building can only be through the main entrance of the school.
- Doors will be unlocked for after-school activities.

CLOSED CAMPUS/STUDENTS LEAVING SCHOOL DURING THE SCHOOL DAY

Eagle Ridge School has a closed campus. This means that students are required to stay at school once they arrive on school property and cannot leave school without permission from the nurse or an administrator. Leaving school grounds without permission will be considered truancy. **All students are to eat lunch at school. Students will not be permitted to go home for lunch.** Students are not permitted to leave the building during school hours until a parent or guardian comes to the school office to sign them out and to accompany them from school. **All students must be signed out in the office by a parent/guardian, listing the reason before leaving school. The absence at that time will be considered excused or unexcused.** When returning a student to school, such as after a medical or dental appointment, the parent or guardian must sign the student in.

DISABILITY ACCOMMODATION

The District does not discriminate on the basis of disability in the provision of or access to any of its programs or services by student, parents or community members. If you require accommodation to attend or participate in any Board meeting, parent-teacher meeting or other District activity or event, please contact the Superintendent. If you feel that you have been discriminated against on the basis of disability in the District's provision of programs or services, please contact the District's Non-Discrimination Coordinator, the School Counselor.

The Carbon Cliff-Barstow School District wishes to cooperate in every way possible with parents. In cases where one parent has custody, the District's procedures are as follows:

1. The custodial parent is requested to provide the school with a copy of the custody papers.
2. The staff (teachers) will be advised as to who has custody of the child.
3. Custodial parents must send advance written permission to the principal for non-custodial parents or older siblings to visit school or pick children up.
4. When the child leaves the school's property, then he/she becomes the parent's responsibility.
5. A non-custodial may request and receive copies of all school information, unless there is a court order to the contrary. The District will provide the custodial parent with notice of this record request. Please fill out a Non-Custodial Parent form in the office.

SCHOOL VISITATION RIGHTS

The Illinois Department of Labor, in cooperation with the State Superintendent of Education, has prepared a Verification of Attendance form for employers, available from the school on request. It is for parents or guardians who attend a school meeting or conference during the work day under the terms of the School Visitation Rights Act 820 ILCS 147/1 and whose employer requires verification of the attendance.

STUDENT RECORDS - NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS LAWS AND REGULATIONS

Full and complete copies of the laws, rules and regulations on student records are available from the Official Records Custodian and the Superintendent.

COLLECTION OF INFORMATION

Only information about the students, which is pertinent to the objectives and tasks of the school, will be collected. In compliance with state and federal law, the District shall maintain two sets of student records. The permanent record shall include basic identifying information concerning the student, his or her parents' names and addresses, the student's gender and date/place of birth, academic transcripts, attendance record, health records required for enrollment, unique student identifier, and a record of release of this information. The permanent record may also include honors/awards received and information concerning participation in activities/athletics. No other information shall be placed in the permanent record. The temporary record consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must include a record of release of the information contained in the temporary records, scores received on state assessment tests administered in grades K-8, a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, biometric information, information regarding an indicated report pursuant to the *Abused and Neglected Child Reporting Act*, health-related information, and accident reports. It may also include family background information, intelligence/ aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, other disciplinary information, teacher anecdotal records, special education records, records associated with Section 504 of the *Rehabilitation Act of 1973*, participation in extracurricular activities, and/or other information relevant to the education of the student which is not required to be in the permanent record. Information in this record shall reference authorship, position, and date.

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 education 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. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/ guardian(s) or student of the time and place where the records may be inspected. The District can charge 35 cents 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 a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15))
2. **The right to request the amendment of the student’s education records that the parent(s)/ guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.** Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. More information regarding the hearing procedures will be provided to the parent(s)/guardian(s) 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 is permitted without consent 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(s)/guardian(s) 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 will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. When a challenge is made at the time the student’s records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) 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.** Student 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 concerning the parent’s/ guardian’s child.** Throughout the school year, the District may release directory information regarding students, limited to: Name, Address, Gender, Grade level, Birth date and place, Parents’/guardians’ names and addresses Academic awards, degrees, and honors, Information in relation to school sponsored activities, organizations, and athletics Major field of study, and Period of attendance in school.

A photograph of an unnamed student is **not** a school record because the student is not individually identified. The District shall obtain the consent of a student’s parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

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. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.
7. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
8. **The right to file a complaint with the 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

MAINTENANCE OF STUDENT RECORDS

The Superintendent shall designate an Official Records Custodian who shall maintain student permanent and temporary records. A student's permanent record shall be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from the District. The temporary record shall be maintained for at least five (5) years after the student has graduated, withdrawn or transferred from the District. In addition, every four (4) years or upon a student's change in attendance centers (whichever occurs first), the student's education records shall be reviewed by the Official Records Custodian for verification of entries and elimination or correction of out-of-date, inaccurate, misleading, unnecessary or irrelevant information.

Upon graduation, transfer or permanent withdrawal of a student from school, the school shall notify the parents/guardians and student, at their last known address, of the destruction schedule for the student's permanent and temporary records. Upon request, parents/guardians or students may obtain a copy of the records and information proposed to be expunged or destroyed prior to destruction.

ACCESS TO STUDENT RECORDS

1. Parents/Guardians and Students

The parents/guardians or their designee has the right to inspect and copy information in the student's school records, and a student has the right to inspect and copy information in his or her permanent school record. The District may charge the actual cost, and in no case more than \$0.35 per page, of making copies of the student's records. In cases of parental divorce or separation, both parents shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise.

2. Release of Student Records

Information can be released without parent consent or notice as follow: (1) to educational officials with a current demonstrable educational or administrative interest in the students, in furtherance of that interest; (2) to persons for the purpose of research, statistical reporting or planning provided no student or parent can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all

applicable statutes and rules pertaining to school student records; (3) to a governmental agent or social service agency contracted by a governmental agent in furtherance of an investigation of the student's attendance pursuant to the compulsory attendance laws of the State; (4) upon request by a school formerly attended by the student for records previously transferred by that school to another school in which the student has enrolled or intends to enroll; (5) pursuant to a court order in which a student is named and the parent and/or student is a named party; and (6) to other persons as required by state or federal law.

Information can be released without parent consent provided notice of the release is given to the parent as soon as possible in an emergency when information in the student records is necessary to protect the health or safety of the student or others.

Information can be released without parent consent provided prior written notice is given to the parent as follows: (1) to the official records custodian of another school in which the student has enrolled or intends to enroll, upon the request of such official or student; (2) to juvenile authorities as provided in the Illinois School Student Records Act; (3) pursuant to a court order (this does not include a subpoena unless the subpoena is signed by a judge); and (4) any person as specifically required by state or federal law.

3. Parents/guardians have a right to a hearing to challenge any entry in their student's school record, except that parents/guardians cannot challenge (1) a student's grades; (2) references to expulsions or out-of-school suspensions when the challenge is made at the time the student's records are being forwarded to another school to which the student is transferring; or (3) the name and contact information of the Official Records Custodian. A challenge may be based on accuracy, relevance or propriety of records. Requests for a hearing shall be submitted in writing to the Superintendent or designee, and shall contain notice of the specific entry or entries challenged.

Within fifteen (15) school days of receipt of the request, an informal conference with the parents and a District representative will be convened. If the complaint is not resolved at the informal level, a formal hearing will be held before an impartial hearing officer and consistent with state law. The decision of the hearing officer may be appealed to the Regional Superintendent.

DIRECTORY INFORMATION

The District may release personally identifiable directory information regarding students to the general public, including the local media, and publish such information in a school directory, school yearbook, or similar publications. The District has designated the following information as directory information: the student's name, address, gender, grade level, birth date and place and his/her parents' names mailing addresses, electronic addresses, and telephone numbers; academic awards; degrees and honors received; information related to school-sponsored activities, organizations and athletics; and period of attendance in the District. Directory information also includes photograph, videos, or digital images used for informational or news-related purposes of a student participating in a school or school-sponsored activity, organization, and athletics that have appeared in school publications. However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent. An image on a school security videotape recording is not directory information. Further, student social security numbers or student identification or unique student identifiers are not directory information. Parents/guardians will be given the opportunity to object to the release of directory information prior to its release.

MEDIA ACCESS TO STUDENTS

Pictures or video images taken by parents or the media in classrooms or school hallways will be permitted ONLY for the purpose of recognizing student success. Permission for taking pictures must be granted by the school administrator or his/her designee. Through registration, Eagle Ridge School will maintain a parent permission form regarding photographs and video images by staff or the media.

THIRD-PARTY STUDENT SURVEY/QUESTIONNAIRES

Third party student surveys and questionnaires are those that are created by a person or entity other than a District official, staff member, or student. Third party student surveys and questionnaires shall be administered at the direction of the Superintendent and only when they serve to advance the District's educational objectives. Notice will be provided

to parents prior to the administration of third party surveys or questionnaires and parents will, upon their request, be permitted to inspect the survey or questionnaire within a reasonable time of their request.

SURVEYS REQUESTING PERSONAL INFORMATION

- No student shall be required, as part of any applicable program, to submit to a District or third-party survey, analysis or evaluation that reveals the following information without prior written consent of his/her parent/guardian:
- Political affiliations or beliefs of the student or his/her parent/guardian;
- Mental or psychological problems of a student or his/her family;
- Behavior or attitudes about sex;
- Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of other individuals with whom students have close family relationships;
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
- Religious practices, affiliations or beliefs of the student or his/her parents/guardians; or
- Income (other than required to determine eligibility for participation in a program or for receiving financial assistance under such program)

School staff shall not disclose the identity of any student who, upon written consent of the parent/guardian, completes any survey or evaluation regarding the above items. Notice will be provided to parents prior to the administration of surveys or questionnaires concerning the above information and parents, upon their request, will be permitted to inspect the survey or questionnaire within a reasonable time of their request.

SELLING OR MARKETING STUDENTS' PERSONAL INFORMATION

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

RESTRICTIONS ON PUBLICATIONS

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, and (2) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD- ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.).

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

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

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

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

HEALTH

STUDENT ACCIDENT INSURANCE

All boys and girls participating in any of the sports programs offered must be covered by school or family accident insurance. Extended dental accident insurance is available if you choose the school day policy. There is a charge for insurance.

PHYSICAL/DENTAL EXAMINATIONS AND IMMUNIZATIONS

The School Code of the State of Illinois requires all students entering pre-school, kindergarten or 1st grade, and 6th grades to have a physical examination and up to date childhood immunizations. The Illinois Department of Public Health requires additional TDAP immunizations for 6th graders effective the 2012-2013 school year. These requirements are necessary for all children coming into the Carbon Cliff-Barstow School District from out of state, regardless of grade or date of registration. A dental exam is required for kindergarten, 2nd and 6th graders. A vision examination is required for all kindergarten students and any out of state students entering an Illinois school.

The physical and immunizations must be presented by October 15, or your child may be excluded from school, except as otherwise allowed by law.

Students in 5th through 8th grade, who intend to participate in interscholastic sports, must have a physical on file. The physical is good for one year from the date the physical is completed. This is required for each year of participation.

VISION SCREENING

Illinois law requires that proof of an eye examination by an optometrist or physician who provides complete eye examinations be submitted to the school no later than October 15th of the year the child is first enrolled or as required by the school for other children. The examination must be completed within one year prior to the child’s enrollment. Vision screening will be done as mandated for the following children: annually for all pre- school, kindergarten, 2nd, 8th graders, and special education students. It will also be done for any teacher referrals and students transferring into school

who have not been previously screened.

As time allows, other children may be tested. Vision screening will be done throughout the school year for different grades. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months, and that evaluation is on file at the school. Vision screening is not optional, if a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

MEDICATION AT SCHOOL

Any child who must take medication, **including aspirin, Tylenol, cough drops and other over-the-counter medication**, is required to have the proper written authorization signed by the physician and the parent. In addition, no District employee shall 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 parents/guardians. This must be on file with the School Nurse prior to any medication being given. Forms are available in the nurse's office. All medication must be provided to the nurse's office by the parent/guardian, including over-the-counter medication. Children are not allowed to carry medication on school grounds or at school-sponsored activities, except as follows.

1. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's physician and parents/guardians have completed and signed the "Self Administration Form."
2. A student may possess an epi-pen prescribed by his/her doctor for immediate use at the student's discretion, provided the student's parents/guardians have provided written authorization from the student's physician, physician assistant or advanced practice nurse.
3. In addition, the student's parent(s)/guardian(s) must provide the school with (1) the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered, or (2) for use of an epi-pen, a written statement from the student's physician, physician assistant or advanced practice registered nurse containing the name and purpose of the epi-pen, the prescribed dosage and the time and terms at which or the special circumstances under which the epi-pen is to be administered. No medication will be given by school personnel if the medication arrives at the school in an envelope or improperly labeled bottle/ inhaler.
4. Children going on field trips who may need medication including emergency medication for allergies or insect stings must fill out the medication form and have a supply of the medication at the school in properly labeled bottles before the trip.

The District may authorize the provision of an epi-pen to a student or any personnel authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an epi-pen to the student, which meets the prescription on file.

The District may authorize a school nurse do the following: (i) provide an epi-pen to a student or any personnel authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an epi-pen to the student, that meets the prescription on file; (ii) administer an epi-pen that meets the prescription on file to any student who has an Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 that authorizes the use of an Epinephrine auto-injector; and (iii) administer an epi-pen to any student that the school nurse in good faith professionally believes is having an anaphylactic reaction.

The District may maintain at a school in a locked, secure location a supply of epi-pens. A physician may prescribe epi-pens the name of the District to be maintained for use when necessary. The District's supply of epi-pens may be provided to and utilized by any student authorized to self-administer that meets the prescription on file or by any personnel authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an epi-pen to the student, that meets the prescription on file. When a student does not have an epi-pen or a prescription for an epi-pen on file, the school nurse may utilize the District's supply of epi-pens to respond to

anaphylactic reaction, under a standing protocol from a physician licensed to practice medicine in all its branches and the requirements of this Section.

The District and its employees and agents, including a physician providing standing protocol or prescription for school epi-pens, shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a self-administration of medication, use of an epi-pen, or the medication's storage by school personnel regardless of whether authorization was given by the student's parent(s)/guardian(s) or by the student's physician, physician's assistant or advanced practice registered nurse. Parents/guardians must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of self-administration of medication, use of an epi-pen, or the storage of the medication by school personnel regardless of whether authorization was given by the student's parent(s)/ guardian(s) or by the student's physician, physician's assistant or advanced practice registered nurse. When a school nurse administers an epi-pen to a student whom the school nurse in good faith professionally believes is having an anaphylactic reaction, notwithstanding the lack of notice to the parents/guardians of the student or the absence of the parents/guardians signed statement acknowledging no liability, except for willful and wanton conduct, the District and its employees and agents, including a physician providing standing protocol or prescription for school epi-pen, are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the use of an epi-pen regardless of whether authorization was given by the student's parents/ guardians or by the student's physician, physician's assistant, or advanced practice registered nurse.

ILLNESS AT SCHOOL

If a student becomes ill or injured during the day, he or she must tell the teacher. If the student is sent to the School Nurse, he or she will explain the problem to her. The student is not permitted to go home or use the telephone unless directed to do so by the School Nurse, the School Secretary, or the Principal. **Up-to-date telephone numbers, including an emergency number, are necessary for school records.**

It is the responsibility of the parent or guardian to keep the student indoors on days when he or she is excused from school for medical reasons. If a student is hurt or injured at home, please address this before the next school day. Notify the School Nurse of any injuries that need attention at school. If a student/staff member becomes ill or injured during the school day, the nurse shall be contacted immediately to examine and assist, following direct-aid protocol. If the illness or injury is considered too serious for our local nurse to treat, 911 will be called immediately and an ambulance will be requested. If an illness becomes populated, parents will be called, via a phone blast, providing them an opportunity to come and retrieve their child. Again, a series of illnesses will mandate a call to 911 for emergency assistance.

HEAD LICE POLICY

- **ISBE follows the guidance of American Academy of Pediatrics**
- **Treat, do not exclude, for nits or live lice**
- **Students civil rights to attend school (FAPE) may be violated if any exclusionary action is taken**
- **Parent should consult with pharmacists or health care provider**

Upon initial identification of head lice (live bugs or any nit egg), the parent will be contacted by the school nurse. The parent/guardian will be notified to begin treatment, unless treatment has already begun. Appropriate instructions for treatment will be given at that time. The Superintendent will notify all appropriate school personnel. School personnel will make sure proper procedures are taken within the school setting. Parents of affected classrooms will be notified of a "classroom alert" if several students are found to be affected in a single classroom. The entire school will be notified if several classrooms are affected. This notice will be at the discretion of the Superintendent.

If it is necessary for a child to be sent home due to head lice, the first two absences will be considered excused. Any subsequent absences due to head lice may be considered unexcused and a referral will be made to the Rock Island County Truant Officer if deemed necessary.

CARE OF STUDENTS WITH DIABETES ACT

The District will follow the law, 105 ILCS 145/35, which states a school shall not “deny a student access to any school or school-related activities on the basis that a student has diabetes.”

The District will follow the law, 105 ILCS 145/25, which states, “An information sheet shall be provided to any school employee who transports a student for school-sponsored activities.”

Diabetes Care Plan

The law requires a plan for any student with diabetes who seeks assistance with diabetes care at school. The plan must include the physician’s instructions for diabetes-related services needed by a student at school and at school activities, including a copy of the prescription and methods of insulin administration. It must also list services and accommodations that are:

Reasonable

Reflect the current standard of diabetes care,

Include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and

Include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia.

PHYSICAL EXAMS OR SCREENINGS

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board’s policies. The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

FOOD ALLERGY MANAGEMENT PROGRAM

School attendance may increase a student’s risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students’ families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in the School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.

2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf.
3. Complies with State and federal law and is in alignment with Board policies.

ASBESTOS

The finalized Asbestos Inspection Reports and Management plans for Carbon Cliff-Barstow School District #36 have been submitted to the Illinois Department of Public Health for approval. Copies of these documents may be examined in the Administration Office from 8:00 a.m. until 4:00 p.m. on regular business days.

PESTICIDE APPLICATION

Carbon Cliff-Barstow School District #36 will have pesticide applied at the school on a monthly basis. This notification is in accordance with the Structural Pest Control Act, 225 ILCS 235/ and the Lawn Care Products Application and Notice Act, 415 ILCS 65/, stating that the Superintendent or designee shall notify employees and parents/guardians of students.

ATTENDANCE

Regular, daily, on-time attendance at school is extremely important. It is assumed that missed work can always be made up. This is only partly true. The paperwork can be done, but the most important part of class—the instruction and activities—cannot be duplicated. This is why regular attendance is so important to a child's success in school. Attending classes regularly, doing the assigned work and contributing in class are directly related to success in school. Only when a student is present in the classroom is the student's mental growth going to be enriched by the contribution of fellow classmates' ideas, teachers' explanations of assignments and the introduction of supplementary materials. There is really no way to fully duplicate the classroom experience after a student has been absent. Excessive absences may result in a report to the Truant Officer. A chronic truant is a student who is truant for 5% or more school days in a single school year.

Students who are absent (for any reason) 5% or more days from school in a single school year will be considered for retention. **This is 9 days in a complete year.** Each tardy to school will count as 1/3 of a school day for tabulating consideration for truancy. Any combination of tardies and absences totaling 5% will require a team of the student's parent, teachers, and the Principal to consider the student's academic performance in light of all of the days missed. If it is determined that the student would benefit from repeating, the student will be retained and the parent will be notified.

Illinois School Code Section 26-1 states, "Whoever has custody or control of any child between the ages of 7 and 17 shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term." It is the responsibility of the parent to see that a student is in regular attendance. The law is specific and parents must cooperate with the school to insure that regular attendance is enforced.

PERFECT ATTENDANCE

Only those students who have NO absences or tardies, excused or unexcused, will be eligible for a Perfect Attendance Award.

ABSENCE REQUESTS

As stated earlier, regular attendance is extremely important for academic success. Arrangements may be made, however, for special situations or circumstances that will require a student to be absent from school. The parent must submit a written request to the Principal's Office at least one week prior to the absence.

WHAT TO DO IF ABSENT

Attendance phone lines are open 24 hours a day. Parents are expected to report the student's absence to the school office by phone no later than 9:00 a.m. on each day of absence. If a student is absent without prior authorization by the parent or guardian, the building secretary or a designee, shall make a reasonable effort to notify the parent or guardian of their child's absence within 2 hours after the first class by telephoning the numbers given. Please call 309 792 2002 to report such absence.

Excused Absences

An Absence may be excused for the following reasons if phoned in by 9:00 a.m.:

- **Illness**
- **Death in the immediate family**
- **Family emergency**
- **Observance of a religious holiday** - A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school. The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.
- **Court Appearances**
- **Other situations beyond the control of the student**
- **Other circumstances that cause reasonable concern to the parent for the student's health or safety**
- **Other reasons as approved by the Superintendent**

Unexcused Absences

Unexcused absences are given for any absences not covered above; including but not limited to:

- **No parent call or late parent call**
- **10 or more absences in a semester without a doctor's note or other verification**
- **Suspensions**
- **Leaving school without permission from nurse or administration**
- **Oversleeping**
- **No transportation (student/parent is encouraged to call the school for transportation)**

Beginning at 3 unexcused absences, students may be turned in to the truancy office. Whether a student's absences are excused or unexcused, a referral can be made to the Rock Island County Regional Truancy Office. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to \$1,500.

TARDY

Students should be in their classroom by 8:00 a.m. each day. Students are required to get a tardy slip from the office if they are late arriving to school.

MAKEUP WORK POLICY

Students with absences will be allowed to make up work assigned during their absences for full credit. With sufficient notice, parents may pick up missing work; otherwise no homework will be given to a student until he/she returns to school. Teachers are not required to assign academic assignments until the student returns to school. It is the

responsibility of the student and or parent, not the teachers, to get the assignments, complete them and turn them in, and to arrange a time with the teacher to make up any missed tests.

HOME HOSPITAL INSTRUCTION

A student who is absent from school for an extended period of time (i.e., for 2 or more consecutive weeks) or on an ongoing intermittent basis (i.e., the child's medical condition is of such a nature or severity that it is anticipated the student will be absent from school due to the medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absences) shall be eligible for home or hospital instruction. Home or hospital instruction may commence upon receipt of a written physician's statement in accordance with state law, and such instruction shall commence no later than 5 school days after the District receives the physician's statement.

ACADEMICS

ESSA (EVERY STUDENT SUCCEEDS ACT)

In accordance with the requirements set forth by ESSA, the District employs highly qualified teachers. Teachers are generally considered to be highly qualified if they: (a) have a bachelor's degree; (b) have a full State certification according to criteria adapted by the Illinois State Board of Education (ISBE); and (c) have demonstrated subject matter competence in the area(s) taught according to criteria adopted by ISBE. Upon request, parents may obtain information about: (1) their child's teacher's certification and other qualifications, as well as information regarding the teacher's baccalaureate degree and major field of study, and any additional certifications or degrees; (2) their child's achievement level in each state academic assessment; and (3) when the student has been taught by a teacher who is not highly qualified for 4 or more consecutive weeks.

SCHOOL ACCOUNTABILITY

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the State Board of Education prepared the ESSA.

The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State statute and State Board of Education rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess whether the District and its schools are making adequate yearly progress as defined by State law.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, submit them to the State Superintendent for verification, and supervise their implementation. If applicable, develop a restructuring plan for any school that remains on academic watch status after a fifth annual calculation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.

GRADING SCALES

The official grading scales for Eagle Ridge School are as follows:

| | |
|---------------------|------------------------------------|
| 90%-100% - A | 60%-69% - D |
| 80%-89% - B | 59% and Below – F (failing) |
| 70%-79% - C | |

In grades K, 1, and 2, the following grades are also used:

| | |
|----------|------------------------------|
| E | Excellent - 4 |
| M | Meets Standards - 3 |
| N | Needs Improvement - 2 |
| U | Unsatisfactory - 1 |

Grades at Eagle Ridge School are based on any or all of the following: tests, quizzes, daily work, homework, class participation, projects, oral reports, completing work on time, extra credit and late credit work, being prepared for class, attitude, ability.

A student's grade will reflect his/her understanding of the concepts taught to master the ESSA. Details regarding the computing of grade point averages may be obtained from the Principal's office or the homeroom teacher.

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on the student's district testing scores. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. **In addition, students that do not qualify for promotion are provided assistance, which may include, but not be limited to; a summer bridge program of no less than 90 hours, tutorial sessions, increased or concentrated instructional time, modifications of instructional materials, and/or retention in grade.**

ANNUAL TESTING

Each year the Carbon Cliff-Barstow School District #36 is required to give a mandated state test called IAR.

ACADEMIC PROGRESS REPORT

Parents are encouraged to make appointments with teachers to discuss their child's grades. Parents will be notified if their child is experiencing academic problems at the mid-term of each quarter, or sooner if necessary. Students and parents are able to check progress by using the administrative software and user id/password provided by the district. Please let a teacher or the secretary know if you do not have an account and we can set one up for you.

TEACHER COMMUNICATION

Teachers will notify the parent/guardian of any student receiving a D or an F in any subject matter. The parent/guardian notice will be documented by the teacher and followed up with if no acknowledgement has been made by the parent/guardian.

INCOMPLETE OR LATE WORK

Student assigned work must be completed within the time determined by administration. **Parents may review grades and/or missing work by logging onto the district's web page, www.ccb36.com, and clicking on the TeacherEase icon. Your user id and password will be provided by school administration.**

INSTRUCTIONAL MATERIALS

Teachers are encouraged to use supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught and to ensure it is age-appropriate. No movie above a PG rating shall be shown to students unless prior approval is received from the Superintendent or designee; a movie rated PG-13 requires approval of the Building Principal and parental notification; and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings.

STUDENT RECOGNITION

The staff of Eagle Ridge School recognizes and rewards students for achievement in a variety of ways within each classroom. In grades K-8, students will be recognized for academic achievement each quarter by earning a place on the Honor Roll. There are three levels of awards: Special Honors, Honor Roll, and Honorable Mention. A quarterly Awards Assembly recognizes many students in all areas of school activity for accomplishments throughout the school year.

SPECIAL EDUCATION

All children with disabilities have the right to a free appropriate public education. The District, in accordance with state and federal mandates, provides special education services to students with disabilities. These services are free of charge to parents. The District is required to identify and provide appropriate educational programs for students with disabilities who reside in the District and who require such services. The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities. For more information regarding the identification, assessment and placement of children with disabilities, please contact Mrs. Heidi Lensing, Principal.

PARENTAL INVOLVEMENT POLICIES AND ACTIVITIES UNDER TITLE I

The District shall maintain programs, activities and procedures for the involvement of all parents/guardians of students receiving Title I services. Please contact the Superintendent for more information.

ENGLISH LANGUAGE LEARNERS (ELL)

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. For further information, please contact the Superintendent.

PHYSICAL EDUCATION

Regular physical activity during the school day is important for students' well being and the ability to concentrate on studies. The following are guidelines for participation in physical education classes:

- ❖ All students are required to take P.E./Health.
- ❖ Grades are given.
- ❖ Clean gym shoes, with non-markable soles, are required for all students.
- ❖ Students in grades 6, 7, and 8 must wear clothes appropriate for physical education. Students need to wear shorts and a short-sleeved shirt.
- ❖ In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. State law prohibits a school board from honoring parental excuses on a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

AFTER THREE DAYS OF NO-DRESS, DUE TO ILLNESS, THE PARENT MUST PROVIDE A DOCTOR'S EXCUSE.

- ❖ Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.
- ❖ Any student released from physical education activities, via a doctor's note, must have an official release from said doctor to return to physical education class.

Carbon Cliff-Barstow does possess an external defibrillator in our local gymnasium, indoor physical activity center. The district trains those staff members involved with physical activity, breakfast and lunch responsibilities, administrators, office staff, and of course, our nurse. The AED is in the school building.

VIOLENCE AND DRUG PREVENTION EDUCATION

In Pre-K through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. Eagle Ridge School uses outside agencies such as RICCA, Project Now, and Family Resources to supplement our violence and drug prevention curriculum.

CHILD SEXUAL ABUSE EDUCATION

The Family Resources and Bethany Family Services provides, in grades K-8, annual instruction on the danger of and how to avoid abduction as part of the District's regular curriculum. Students shall be given, as appropriate, information on child sexual abuse.

PARENTAL RIGHT TO OBJECT TO INSTRUCTION

No student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent/guardian submits a written objection to the Building Principal. Parents/guardians of students in grades Pre-K through 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty.

Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

STUDENT SUPPORT SERVICES

The following student support service may be provided by the School District:

1. Health services supervised by a qualified nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease, including head lice (*Pediculus Humanus Capitis*).
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services. A student's parent/guardian must consent to regular or continuing individual counseling services.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

EXTENDED INSTRUCTIONAL PROGRAMS

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Athletics.
2. Summer school (whether for credit or not)

BAND

Any student in grades 5 through 8 may join the Eagle Ridge School Band. Eagle Ridge School has a proud history of achievement in music and provides excellent training in instrumental music performance. Participation in the Eagle Ridge School Band program requires special effort on the part of the students and parents. Junior high band sign-up will take place during registration. Fifth grade band sign-up will take place the second or third week of August. The following are requirements for all students participating in the band program:

- ❖ Students are required to have their instrument and music at all performances, rehearsals, and lessons.
- ❖ All band students are required to take their instrument home and practice. It is the students' responsibility to have their assigned music prepared for the next lesson. Junior high band members are expected to remain in the program for the entire year.
- ❖ Classroom rules will be the same as those as listed in the Eagle Ridge Student/Parent Handbook.
- ❖ Students are expected to attend their scheduled lesson time.

LIBRARY

Eagle Ridge School has a great library. It has taken several years to build a collection of books. In order to maintain the existing collection, and preserve the quantity and quality of books available to Eagle Ridge School students, it is necessary to take care of the borrowed books. Please encourage your children to respect and handle books in a proper way so that the Eagle Ridge School Library's collection of books will be available to future generations of students.

Please review the following library rules:

1. All library books are checked out for one week at a time.
2. Student may have two books checked out at a time.
3. Books may be renewed several times if necessary.
4. Books that are returned damaged will be assessed for the amount of damage and your child/children will need to pay that amount. Replacement of a barcode or label is fifty cents. Charges for tears or scribbles in the books will vary according to the damage assessed.
5. If your child loses a book, the charge will be for the cost of the book.

Please encourage and help your child/children handle books properly!

FIELD TRIPS

FIELD TRIPS FOR THE 2020-21 SCHOOL YEAR ARE BEING SUSPENDED DUE TO COVID-19.

Recreational Class Trips

Recreational class trips are permissible provided they do not interfere with the District's educational goals. The provisions in this policy concerning field trips are also applicable to recreational class trips, except those regarding educational value.

NON-DISCRIMINATION

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin/ancestry, sex, sexual orientation, religious beliefs, physical and mental disability (including any mental, psychological or developmental disability including any autism spectrum disorders), status as homeless, age, immigration status, gender identity, order of protection status, military status, status of being homeless, unfavorable discharge from military service, actual or potential marital or parental status including pregnancy, and any other category protected by federal or state law.

Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex and any other protected status. Any parent or student may file a discrimination grievance by contacting the Superintendent, the District's Non-Discrimination Coordinator, or the school counselor, the Complaint Manager, or any other District employee.

BEHAVIOR

STUDENT CODE OF CONDUCT

Students are responsible for their behavior and are expected to conduct themselves according to the Eagle Ridge Handbook. Students are expected to be SAFE, RESPECTFUL, and RESPONSIBLE in all school settings. The **Eagle Ridge Handbook** applies to all school functions on and off school grounds. This includes, but is not limited to, traveling to and from the school and participation in or attendance at extracurricular functions held at other schools.

Two principles govern all rules at Eagle Ridge School:

1. Conduct that is disruptive of the educational process is prohibited.
2. Conduct that infringes upon the rights of others is prohibited.

The action of a student committing any infractions listed below will not be tolerated and may result in the student being suspended from classes or school or sent to the East Moline School for corrective behavior action. Repeated offenses may result in more severe consequences, up to and including expulsion.

Any out-of-school suspended student or expelled student is banned from participation in or attendance at any school-sponsored activity and is not permitted on Eagle Ridge School grounds. Suspension may range from one to ten days. An expulsion may range from an 11 day suspension to 2 years being out-of-school. Actions that are major offenses and that may lead to suspensions include, but are not limited to, the following:

1. **Bullying and/or intimidation.** 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 is an important District goal. Bullying on the basis of actual or perceived race, color, nationality, 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:
 - a. During any school sponsored education program or activity.
 - b. 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.
 - c. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student. Bullying implies an imbalance of power or strength. The student who is bullied has difficulty defending himself or herself and the bullying can be reasonably predicted to have the effect of one or more of the following:

- a. Placing the student in reasonable fear of harm to the student's person or property.
- b. Causing a substantially detrimental effect on the student's physical or mental health.
- c. Substantially interfering with the student's academic performance.

Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation asserting or alleging an act of bullying.

2. **Student sexual harassment.** Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:
 - A. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
 - B. Has the purpose or effect of:
 - i. Substantially interfering with a student's educational environment;
 - ii. Creating an intimidating, hostile, or offensive education environment;
 - iii. Depriving a student of educational aid, benefits, services, or treatment; or
 - iv. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Making a Complaint: Enforcement

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

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal for appropriate action. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Eric Lawson, Superintendent
2002 Eagle Ridge Drive
Silvis, IL 61282
309-792-2002

Complaint Manager:

Heidi Lensing, Principal
2002 Eagle Ridge Drive
Silvis, IL 61282
309-792-2002

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

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

accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

If bullying, intimidation or harassment is suspected, there are procedures to be followed by students, staff and parents.

1. **Fighting.** No Student shall engage in fighting or incite a fight while on school property, school busses or at any school-sponsored activity.
2. **Classroom misbehavior.** Students should be on their best behavior in classes. Minor misbehavior will be handled by the teacher while major misbehavior will be referred to the principal.

Teachers will be responsible for establishing and maintaining uniform rules of conduct and developing procedures for classroom order so as to provide an appropriate educational atmosphere. We will be using the “redirect” method for correcting minor misbehaviors such as talking out and not being on task.

A teacher will calmly tell a student to act appropriately and display positive learning behaviors again. A hallway redirect may be necessary for repeated or more severe misbehaviors. The classroom door must remain open if this option is used for purposes of student safety and/or keeping the student from wandering off.

3. **Tobacco/Alcohol.** Eagle Ridge School is a drug-free zone. Any use of or possession of smoking materials, chewing tobacco, snuff, and/or alcohol are not permitted on school property and will be confiscated from students by any school employee. In addition, City Ordinance Regulations may be enforced.
4. **Controlled Substances.** Eagle Ridge School is a drug-free zone. Selling, possessing, distributing, using, purchasing, or participating in the consumption of, or being under the influence of any controlled substances (including, but not limited to, narcotics, marijuana, inhalants, illegal use of a prescription drug) or look-alike drugs (including, but not limited to, spice and bath salts) is strictly prohibited. In addition, City Ordinance Regulations may be enforced and local law enforcement will be contacted.
5. **Cheating/Plagiarism.** Cheating in any form or manner will result in the offending student losing credit for the assignment. Any repeated offense of cheating may result in further discipline actions.
6. **Communication devices.** The use of communication devices, such as radios, CD or MP3 players, cellular telephones, or other electronic devices are prohibited at school. Students are not allowed to use these items in the school building during school hours, unless: (a) a teacher grants permission, (b) use of the device is provided in a student’s IEP, or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Details of this policy can be found in the “CELL PHONE PROCEDURES” section of this handbook.
7. **Internet.** Improper use of the Internet will result in a cancellation of that privilege and may result in an in- school or out-of-school suspension. Details of the acceptable use policy are contained in the “USE OF TECHNOLOGY” section of this handbook.
8. **Missed disciplinary actions.** Students who miss disciplinary consequences may face additional, more severe consequences.
9. **Vandalism.** Willfully damaging or destroying personal or school property will result in consequences determined by administration.
10. **Cafeteria.** Students have responsibilities in the cafeteria for good table manners. Each student is responsible for disposing of his/her own trash in the appropriate area. Students may be assigned cleanup duty at the discretion of supervisory personnel. Students should be mindful of the volume in the cafeteria and talk to friends in a quiet manner.
11. **Behavior at events.** Courteous, polite, sportsmanlike behavior is an expectation for all students, parents and fans at any school events involving Eagle Ridge School.

12. **Dress and Grooming.** Students' attire and grooming should not be offensive, be obscene, constitute lewd, indecent or vulgar speech, be disruptive to the school, or represent satanic activities. The wearing of clothing, jewelry, or any articles which indicate an affiliation with street gangs are prohibited. The wearing of clothing, jewelry, or any articles that relate to any tobacco or alcohol are prohibited. No bare midriffs tops, spaghetti straps or skin-tight clothing are permitted, all shirts or tops must contain modest coverage of the upper arms, no revealing neckline and must extend past the waist. All shorts and skirts if worn must be of appropriate length. The rule will be when your arms are at your side, your shorts and skirts can be no shorter than where your fingertips touch your leg. Jackets and headgear (hats, bandannas, sunglasses, etc.) will not be worn during the school day. Shoes must be worn at all times. Shoes with wheels are prohibited. Additional restrictions may apply if conditions are deemed **disruptive** or **unsafe**. Students identified as breaking the above policy will be given a chance to change. Repeated violations or failure to comply will result in a major referral. **Exceptions to the dress code may be authorized by the Building Principal for special events days.
13. **Weapons.** Using, possessing, controlling, or transferring a "weapon" as that term is defined in Board Policy 7:190 is prohibited.

DISCIPLINARY ACTIONS

May include but are not limited to:

- a. Disciplinary conference.
- b. Withholding of privileges.
- c. Seizure of contraband.
- d. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
- e. Suspension of bus riding privileges, provided that appropriate procedures are followed.
- f. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
- g. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
- h. Notifying parents/guardians
- i. Temporary removal from the classroom.
- j. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
- k. After-school study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
- l. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to a suspension in excess of 10 school days or an expulsion may be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of the School Code.

Corporal punishment is prohibited. 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

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 at least one calendar year but not more than 2 calendar years:

- i. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
- ii. 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 under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by- case basis.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose a disciplinary measure as defined in the discipline matrix, other than suspension, expulsion, or in- school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Principal and Assistant Principal are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District’s disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students’ parents/guardians within 10 days of the beginning of the school year or a student’s enrollment.

SEARCH AND SEIZURE

In order to maintain order 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 Superintendent 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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

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

VIDEO SURVEILLANCE

Video surveillance is used inside and outside Eagle Ridge School, and on school buses. Warnings are posted throughout the School.

MISCONDUCT BY 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 for more than 10 days if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

BUS CONDUCT

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Discipline*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

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

Electronic Recordings on School Buses

Electronic visual and audio recordings will be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

CRITICAL INCIDENTS/EXPELLABLE OFFENSES

According to Illinois law, the Board may expel a student for a definite period of time not to exceed two calendar years for acts of gross disobedience or misconduct. The following offenses are a non-exhaustive list of those offenses that constitute gross disobedience or misconduct and may result in expulsion:

- Selling, possessing, distributing, using, purchasing, or participating in the consumption of, or be under the influence of any controlled substances (including, but not limited to, alcohol, narcotics, steroids, inhalants, illegal use of prescription drugs, and marijuana) or look-alike drugs (including, but not limited to, spice and bath salts).
- Intimidating, threatening, bribing, striking or physically assaulting (which includes gang involvement and/or hazing) a school employee, a member of the Board of Education, a student or school visitor.
- Damaging, causing to be damaged, or vandalizing property of the District or a school employee, a member of the Board of Education, a student or a school visitor or any company with whom the district contracts for services.
- Stealing and/or possessing stolen property of the District, a school employee, a member of the Board of Education, a student, a school visitor or any company with whom the District contracts for services.
- Activating a school fire alarm without appropriate cause.
- Making a bomb threat.
- Setting a fire within a school building, to other school property, to the property of a school employee, a member of the Board of Education, a student or a school visitor.
- Possessing or setting off fireworks or other explosive substances.
- Possessing or causing to be brought to school or to any school-sponsored activity firearms, knives, lethal weapons of any kind, potentially dangerous objects or substances or look-alike weapons. **Students in violation of this clause may be arrested under Illinois statute for the unlawful use of weapons or unauthorized possession of weapons.**
- 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 and safety of students, staff or school property.
- Participating in gangs or Gang related activities (which includes displaying gang symbols or paraphernalia, wearing of "colors" and the possession of gang related graffiti)
- Fighting
- Insubordination

Violation of any school rule or policy will be reviewed by the Administration and may lead to suspension or expulsion. The seriousness of the conduct, the frequency of the problem and other factors will be considered in any administrative decision. Parents will be notified of any suspension or recommended expulsion as set forth in Board policy. The Administration will have the authority to contact the proper authorities.

SUSPENSION PROCEDURES

1. The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:
2. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
3. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

4. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
5. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

EXPULSIONS PROCEDURES

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
 - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
 - b. The time, date, and place for the hearing.
 - c. A short description of what will happen during the hearing.
 - d. A statement indicating that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
 - e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/ guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

SEX EQUITY POLICY

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities. If you feel that you have been discriminated against on the basis of sex, please contact the District's Non-Discrimination Coordinator.

Eagle Ridge Discipline Guide

This discipline plan serves as a guide for school administration of the most common behavioral offenses; discretion may be exercised as appropriate. All discipline matters will be handled at the discretion of the administration. Note that students who become chronic offenders, create a major disruption to the educational environment, or jeopardize a safe, orderly environment may be recommended for expulsion and/or places in an alternative educational setting at any time as is warranted and justified by school administration.

| | Stage 1 - Minor Behavior taken care of in class by class teacher, may result in minor referral reported | Stage 2 - Middle Referral that may wait for administrator, student remains in class | Stage 3 - Major Immediate administrative assistance |
|-------------------------|---|--|--|
| Behavior | <ul style="list-style-type: none"> ● Bothering / Pestering ● Excessive talking ● Talking loudly ● Talking out of turn ● Unprepared for class ● Play fighting ● Tardy (3 incidents move to stage 2) | <ul style="list-style-type: none"> ● Excessive tardies per policy ● Cheating ● Minor vandalism ● Disruptive classroom behavior ● Misuse of electronic devices ● Mild cursing ● Mild defiance ● Bullying - could be stage 3 | <ul style="list-style-type: none"> ● Alcohol / drugs ● Assault / threat to staff or students ● Continuous disruptive behavior ● Physical aggression ● Major defiance ● Theft ● Major vandalism ● Major cursing |
| Corrective Consequences | <ul style="list-style-type: none"> ● Use of PBIS ● Parent contact ● Use of reflection seat / desk ● Classroom detentions | <ul style="list-style-type: none"> ● School community service ● Lunch detention ● After school detention | <ul style="list-style-type: none"> ● Lunch detention ● After school detention ● ISS / OSS ● Suspension ● Expulsion |

| | Stage 1 | Stage 2 | Stage 3 |
|------------------------|--|--|---|
| Possible interventions | <ul style="list-style-type: none"> ● Reteach expectations ● Change seat ● Use of reflection seat ● Verbal prompt ● Proximity ● Private conversation ● Family contact ● Positive praise ● Redirect ● Modify work / task | <ul style="list-style-type: none"> ● Tier 1 interventions ● Behavior contract ● "Safe Seat" ● Check in / check out ● Meet with counselor ● Daily reward sheet ● Social stories ● Restorative justice | <ul style="list-style-type: none"> ● Tier 2 or 3 interventions ● Daily check in / out ● Mentor program ● Lunch program ● Restorative justice |

CELL PHONE USE

It is the intention of the Board of Education to provide a safe and secure learning environment for the students in its school and to structure the possession of electronic signaling devices so that student welfare and safety and the educational environment are not adversely affected. To that end, every classroom in the district maintains a telephone that students are able to access with teacher permission.

Cell phones are NOT required for students and the decision to provide a child with a cell phone is a parental one. The possession and use of cell phones at Eagle Ridge School are to be used in emergency situations and not merely for convenience. As such, they are subject to the following rules:

1. The cell phone is not for use during the school day. During this time, the cell phone must be turned OFF (no tone or vibrating features should be on). A student's school day starts the moment the child enters the building.
2. Games, cameras, text messaging, and other add-on devices for cell phones are not to be used during the school day.

Violations of the above guidelines will result in the following:

- * **First Offense:** The phone will be confiscated and will be returned to the student. It will be the student's responsibility to establish a time after school to collect the phone from the main office and sign for the first offense.
- * **Second Offense:** The phone will be confiscated and will be returned only to a parent/guardian. It will be the parent/guardian's responsibility to establish a time to meet with the appropriate administrator to collect the phone. The student may be issued an administrative detention for violating the policy.
- * **Third Offense:** The phone will be confiscated and will be returned only to a parent along with a notice that a further infraction of the policy will result in special arrangements, which will be made in order for this student to bring their phone to school for the remainder of the school year. The students will be issued further consequences at the discretion of the administration.

If you elect to provide your child with a cell phone at school, you must complete the Agreement Form and return it to the school. By completing the Agreement Form you are indicating that you have read and understand the guidelines regarding the use of cell phones at school.

USE OF TECHNOLOGY

In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.

The Carbon Cliff-Barstow Board of Education has adopted a policy regarding the use of technology at Eagle Ridge School, specifically computer technology. This policy may be reviewed in its entirety in the Superintendent's office. Included here in the Student/Parent Handbook is a summary of information contained in the policy for parents and students of Eagle Ridge School. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, provide tremendous opportunities for enhancing, extending, and rethinking the learning process and assist in preparing each student to be a productive citizen.

This new capability requires guidance for students and staff. Please note that students have no right to privacy when they use the District's technology or server/network. In addition, parents and students must sign and return the Acceptable Use Form before the student may use the District's electronic network.

Users will:

- Adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled 'freeware' or 'public domain').
- Adhere to the licensing agreements governing the use of shareware.
- Note that e-mail is not guaranteed to be private. People who operate the system do have authorized access to mail: others may have access.
- Be responsible at all times for the proper use of their access privileges and for avoiding impersonations, anonymity, or unauthorized sharing of security measures.
- Take responsibility for any activities using technology that is borrowed by them or under their account or password.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse or viruses.

- Respect the right of others to use equipment and therefore not use it for non-school activities.
- Abide by the policies and procedures of networks and systems linked by technology.
- Protect the privacy of other users and the integrity of the system by avoiding misuse of passwords, others' files, equipment and programs.
- Follow all procedures and directives established by the technical supervisor for operating both hardware and software in the computer lab.

Users will not:

- Use offensive, obscene, inflammatory or defamatory speech
- Harass other users
- Use the account of another user
- Misrepresent themselves or others
- Violate the rights of others, including their privacy
- Access, download, and/or create pornographic or obscene material
- Use the network for personal business or financial gain
- Vandalize data, programs, and/or networks
- Degrade or disrupt systems and/or equipment
- Damage technology hardware and/or software
- Spread computer viruses
- Gain unauthorized access to resources or entities
- Violate copyright laws
- Use technology for illegal activities
- Reveal personal address or phone number or those of other users

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology may result in loss of privileges to use the District's electronic network and any other disciplinary action recommended by the staff, administration and/or the Board of Education.

CAFETERIA AND RECESS BREAKFAST

Breakfast is served daily in the cafeteria from 7:20 a.m. – 7:55 a.m. Any student may receive a school breakfast. Pop and energy drinks are not allowed.

LUNCH

All students will eat lunch at school sometime between 10:25 a.m. and 12:30 p.m. daily. Students who bring a sack lunch may receive milk in the cafeteria. Pop and energy drinks are not allowed in sack lunches.

On occasions such as elementary birthdays or celebrations where parents may wish to bring treats, we recommend you send store-bought, pre-packaged, and individually wrapped items for the students in the class. Please contact your child's teacher before bringing any outside or homemade food to class to accommodate any students who may have food allergies.

CEP Breakfast and Lunch Program – Any Eagle Ridge student has the right to a free breakfast and lunch program on behalf of the CEP program. This program, provided by the State of Illinois, allows any student attending Eagle Ridge School to eat, free of charge, a breakfast and/or lunch.

CAFETERIA BEHAVIOR

Students are expected to eat in a timely manner and with respect for others. Everyone has the right to eat in pleasant, orderly surroundings. Therefore, misconduct in the cafeteria will be handled in the same manner as in the classrooms. Rude, inconsiderate, or rowdy behavior will be subject to discipline.

Please review the lunchroom expectations listed with your child.

STUDENT RECESS

Students will be expected to go outside for recess when the temperature with wind chill is 25 degrees F or warmer. Students must be prepared to go outside by having a suitable coat for cold temperatures. During the winter months, if the temperature, wind chill included, is 36 degrees or above, students must wear a sweatshirt or jacket. If the temperature is 35 degrees or below, students must wear a winter coat. Boots, gloves, mittens and snow pants are required for students who wish to play in the snow during winter months.

EXTRA-CURRICULAR ACTIVITIES

STUDENT GOVERNMENT

A student council is organized at Eagle Ridge School for all students to have the experience of participating in democratic government on a level they can understand. Officers and representatives meet frequently to discuss and plan school activities. Students should contact one of the officers or representatives on matters that pertain to student morale or activities. A faculty sponsor guides the group in its activities.

The Student Council participates in fund-raising for the good of the school and sponsors assemblies, dances, and other school activities. It fosters school spirit and good citizenship. Officers are elected annually in the fall.

Student Council Academic and Conduct Policy:

Academic reports will be issued by the sponsors during the mid-term of each 9-week grading period and at the end of the 9 week period. If a student is failing one course or more, the following action will occur:

1. A letter is written to parents by sponsors:
 - a) The letter states the problem, explaining the situation.
 - b) The student will be suspended from Student Council meetings and Student Council activities until the student is no longer failing more than one c.
2. After three consecutive weeks of failing one or more courses, the student will be permanently suspended from Student Council.

SCHOOL DANCES

Only Eagle Ridge School students that have attended Eagle Ridge School attendance center for the full day on the day of the event will be allowed into the Eagle Ridge School sponsored dances and activities. The students must also have no school fees pending such as library fines and sports equipment. Students serving ISS or OSS on the day of the dance will not be allowed to attend.

ATHLETICS

Extracurricular activities are privileges extended by Carbon Cliff-Barstow School District #36 to students who wish to participate and who comply with the code as well as the rules and regulations established for the respective activity. Compliance allows for ongoing participation in a particular activity. Please review the Eagle Ridge Handbook for more detailed information.

A birth certificate, physical exam, parent permission slip and accident insurance are required of all students participating in interscholastic sports.

A student must obtain a physical exam each school year in which he/she participates in the athletic program. Students may obtain a physical at the following place for a fee of \$10.00 on Tuesdays from 2-4 p.m. in July, August, and September.

**School Health Link 1504 10th Street
 Silvis, IL 61282
 Phone: 309-792-6360**

| Athletic Teams | Boys | Girls |
|------------------------|-------------|--------------|
| 5th - 8th Volleyball | | X |
| 5th - 8th Basketball | X | X |
| 5th - 8th Cheerleading | X | X |
| 5th - 8th Track | X | X |

We encourage parents, students, and others to attend sports events at Eagle Ridge School in support of our teams. We also expect good sportsmanship and proper behavior at all sports events. Failure to comply with reasonable rules of conduct could result in being banned from attending games. Students below grade 4 should be accompanied by a parent or responsible adult. Older students who are not accompanied by an adult are expected to remain in the gym during game time or until picked up by a parent. No loitering in the entrance foyer or outside the gym will be allowed before, during, or after game time.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall

Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:

1. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - a. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - b. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
 - c. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
2. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
3. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

SCHOOL CLOSINGS

WEATHER ALERT

We have determined that in spite of extreme heat/cold we will plan to have school every day unless there is an actual health threat. When we carefully weighed our concerns about uncomfortable temperatures against the welfare of our

students and the difficulties involved in early dismissal, we decided to keep the students in school for a regular school day, with the understanding that parents could make other arrangements if they felt it necessary.

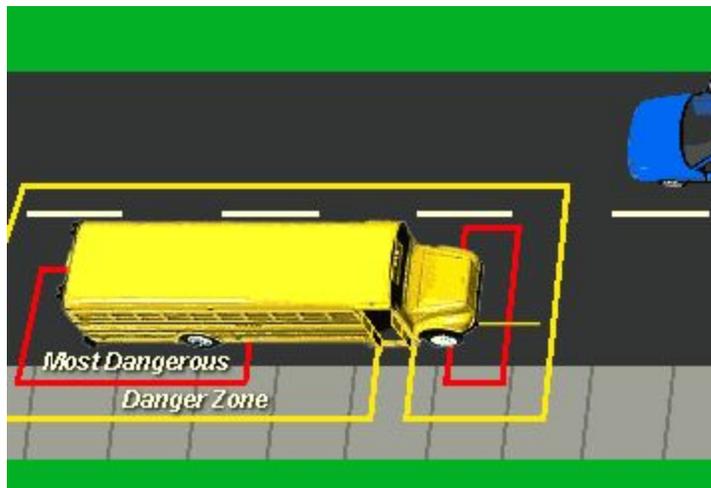
EMERGENCY OR EARLY CLOSINGS

- ❖ A phone call will be made using the School Messenger program with information regarding the closure. **PLEASE MAKE SURE THE SCHOOL HAS YOUR CURRENT TELEPHONE NUMBER.**
- ❖ Information will be made available on local radio and television stations. Listen to these stations before calling the school.
- ❖ Parents should make plans or arrangements for their child's supervision in case of such closings.
- ❖ In the event of such closings, the school office will remain open for parent contact.
- ❖ Students will be permitted to use the telephone during these emergency situations.

STATION LISTINGS FOR EARLY OR EMERGENCY CLOSINGS

If it becomes necessary to cancel or close school due to extreme weather conditions (heat, snowstorms, etc.) please listen to your radio or television for an announcement. It will not be necessary to call the school for this information.

| | | |
|-----------------|---------------------|-------------------|
| KLJB Channel 18 | K-Lite Radio | WKBF/98.9 Radio |
| KWQC Channel 6 | KSTT/97X Radio WMRZ | |
| WHBF Channel 4 | WLLR Radio | WOC/KUUL Radio |
| WQAD Channel 8 | WGEN Radio | WVIK Radio |



School Bus Safety Rules

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.

4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.