

GEORGE O. BARR ELEMENTARY SCHOOL

SILVIS SCHOOL DISTRICT #34

George O. Barr School Office
 School Nurse
 Logo
 Colors

792-0639
 792-9663
 Rocket
 Blue and Orange

SILVIS SCHOOL DISTRICT #34 SCHOOL 2011 – 2012 CALENDAR

August 17, 2011*	Wednesday	1st Day of School (Dismiss 2:15-No PreK)
September 5, 2011	Monday	Labor Day (Holiday)
September 16, 2011	Friday	Teacher's Institute
October 10, 2011	Monday	Columbus Day (Holiday)
October 21, 2011*	Friday	School Improvement (1/2 day – No Pre-K)
October 27, 2011	Thursday (No School)	P/T Conferences (8:00 am – 8:00 pm)
October 28, 2011	Friday	No School
November 23, 2011	Wednesday	Vacation Day
November 24, 2011	Thursday	Thanksgiving Day (Holiday)
November 25, 2011	Friday	Vacation Day
December 19, 2011	Monday	Barr Holiday Programs (9:30 & 1:30)
December 20, 2011	Tuesday	Holiday Walk
December 21 – January 3, 2012		Winter Break
January 4, 2012	Wednesday	School Resumes
January 13, 2012*	Friday	School Improvement (1/2 day – No Pre-K)
February 16, 2012	Thursday (Dismissal @ 2:15)	P/T Conferences 4:15 – 7:30 pm
February 17, 2012	Friday	Vacation Day (No School)
February 20, 2012	Monday	Presidents' Day (No School)
March 5-16, 2012		ISAT Testing
March 16, 2012*	Friday	School Improvement (1/2 day – No Pre-K)
March 19 - 23, 2012	Monday through Friday	Spring Break
April 6 & 9, 2012	Friday and Monday	Vacation Days (No School)
May 11, 2012	Friday	Teacher Institute
May 23, 2012*	Wednesday	School Improvement (1/2 day – No Pre-K)
May 25, 2012	Friday	Tent. Last Day of School (Wed. Sched.)
May 28, 2012	Monday	Memorial Day (Holiday – No School)
May 29 – June 4, 2012	Tuesday-Friday, Monday	Emergency Days (if needed)

*George O. Barr and Silvis Jr. High will dismiss at 11:30 a.m., No lunch will be served on the ½ days.

**George O. Barr and Silvis Jr. High School will dismiss EVERY WEDNESDAY at 2:15 p.m.

SILVIS SCHOOL DISTRICT #34: Where Students Are First!

Standards

- Work to meet Illinois State Standards
- Maintain high expectations for students and staff

Innovation

- Use technology to enhance learning
- Implement best practices to improve instruction

Learning

- Expect high achievement
- Develop critical thinking
- Become lifelong learners

Values

- Promote citizenship for a better community

Improvement

- Demonstrate continuous and measurable progress

Support

- Build student, staff, parent and community relations to ensure success

SCHOOL SCHEDULES AND GENERAL INFORMATION

DAILY SCHEDULE

Parents should make sure students do not arrive before 8:00. All students should line up on the playground (weather permitting) at 8:10 AM to be picked up by their teachers.

8:10 School starts for AM ECE, AM Hand-in-Hand (HiH) and grades K-5.

8:20 Tardy Bell

TENTATIVE LUNCH SCHEDULE FOR 2011-12

10:45-11:15 (10:55-11:25-Wed.) Kind. lunch

10:55-11:25 (11:00-11:30-Wed.) 1st grade lunch

11:10-11:40 (11:35-12:05-Wed.) 2nd grade lunch

11:20-11:50 (11:45-12:15-Wed.) 3rd grade lunch

11:55-12:25 (11:55-12:25-Wed.) 4th grade lunch

12:05-12:35 (12:05-12:25-Wed.) 5th grade lunch

12:50 Dismissal for ECE and Hand-in-Hand

12:05 Beginning time for PM ECE and PM HiH

3:00 Dismissal for PM Hand-in-Hand, and grades K-5 (2:15 on Wednesdays)

SCHOOL OFFICE HOURS

The elementary office is open from **7:30-3:30** Monday through Friday on days school is in session. The office phone number is 792-0639.

ABSENCES

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

If a child must be absent due to illness or other reasons, the child needs to bring a note with an explanation to his/her teacher following the absence. In the event of an absence a **parent should call 792-0639 ext. 501 (Office) or 792-9663 (Nurse)** between 7:30-8:30 am. State law requires schools to contact parents (at home or work) if their child is absent and we have not been notified. If no contact is made between school and parent, the absence will be considered unexcused. A parent calling in for a student does not automatically constitute an excused absence.

If a student is absent for more than 3 consecutive days, a note from the doctor permitting reentry in school must be provided. If a child is absent 46 minutes to 165 minutes, that child is counted absent for a half day, regardless of the reason for absence (including appointments, lice, tardies, etc.). If a child is absent for 166 minutes or more, that child is counted absent for a full day regardless of the reason for absence (including appointments, lice, tardies, or other reasons).

There are two types of absences: excused and unexcused. "Valid cause" for absence is defined by the State School code as:

A. Illness, which after 3 days accumulative per semester, may require a doctor's note excusing the student's absence each day. Medical or professional appointments, which cannot be scheduled outside the school day, must be verified with an appointment card or note from the doctor's office prior to the appointment. Students having permission to leave the building during the school day must sign out and sign in at the office.

B. Observance of a religious holiday.

C. A family emergency which may be determined by the principal.

D. Death in the immediate family. Funerals involving members of the immediate family should be called in as soon as possible.

E. Approved school sponsored activities.

It will be required of each student to make up any missed assignments. Arrangements should be made with the classroom teacher.

F. Situations beyond the control of the student; circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.

G. Out of school suspensions will be considered unexcused absences.

H. All other absences are considered unexcused.

A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or a portion thereof. **A Notice of Absenteeism Letter** is sent to the parent/s at 5 days of absences. Tardies may be included in this letter. This is the first warning to parents. **A Referral Notice to Family Letter** is sent to the parent/s after 10 days or more of absences. Tardies may also be included in this letter. This is when the parent/s is referred to Prevention Services. If the pattern continues, the school will have to refer them, in accordance with the guidelines as set forth by the Truancy Division of Prevention Services of the Rock Island County Regional Superintendent of Schools, for assessment. **An Appointment Notice to Family Letter** is sent to the parent/s to come in and meet with the Truant Officer regarding the case. If parent/s does not show for their appointment an immediate referral will be made to the R.I. County State's Attorney's Office.

A "chronic truant" is a child who is subject to compulsory school attendance and who is absent without valid cause for 10% or more of the previous 180 regular attendance days. The school will refer chronic truants to the Truancy Division of Prevention Services of the County Regional Superintendent of Schools in accordance with their current procedures.

TARDIES

Students may arrive at George O. Barr at 8:00 and line up on the playground. The students will be entering the building at 8:10. Students are

expected to be in the classrooms at 8:15 to prepare for the day. A student will be marked as tardy if they arrive after 8:20 a.m. Students must report to the elementary office BEFORE going to their classroom.

Please make sure your child arrives to school on time daily. It is necessary for him or her to understand the importance of being on time as the mornings are very busy and a special time to prepare for the day. It is not necessary to determine whose fault it is for being late. The fact that a student is late and has missed class time is sufficient to justify that lost time must be made up if that is the decision of the school principal.

STUDENTS LEAVING DURING THE SCHOOL DAY

For safety and security reasons, the prior written consent of a student's custodial parent or guardian is required before a student is released from school at any time other than the regular dismissal times, and/or to any person other than the custodial parent. Students must be signed out in the office noting the time of departure, and if they return within the same day, they must also sign in.

CANCELLATION OF SCHOOL

In cases of bad weather and other local emergencies, **DO NOT CALL SCHOOL TO FIND OUT IF SCHOOL HAS BEEN CANCELLED.** Please listen to one of the following radio/TV stations to acquire the latest information.

Television Stations

Channel 4 WHBF	Channel 6 KWQC
Channel 8 WQAD	Channel 18 KLJB

Radio Stations

KJOC (1170AM)	WXLP (96.9)
WOC (1420 AM)	KMXG (96.1)
KUUL (103.7)	WHTF (98.9)
KCQQ (106.5)	WLLR (101.3)
WKBF (1270 AM)	KBOB (99.7)
KWPC (86.0 AM)	KBOB (99.7)
KWPC (86.0 AM)	WVIK (90.3)
WGEN (1500 AM)	WGEN (104.9)

(Due to programming, radio stations make the most frequent announcements.)

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

COMMUNICATIONS **SCHOOL CALENDAR**

Students will be given a calendar of events on a monthly basis to bring home. These dates are important and should be referred to frequently since school activities, vacations, early dismissals, field trips, etc., will be listed. If a noncustodial parent would like copies of these calendars, they need to provide the office with their name and address.

EMERGENCY CONTACT INFORMATION

Should there be a change in address, phone numbers or emergency phone numbers, it is very important to notify the school as soon as possible. Emergency numbers need to be on file with the office and the school nurse. If you do not have a home phone, please provide us with numbers of someone who can be reached during the day in case of an emergency. If a parent/guardian or emergency contact cannot be reached, local officials may need to be notified.

TEACHER AVAILABILITY

Teachers are available to speak to parents from 8:00-8:10 and 3:00-3:15. If a problem arises with your child, please make every effort to contact your child's teacher during those times. Each teacher now has his/her own voice mail and email address.

PARENTLOGIC - WEB-BASED ACCESS

HomeLogic is available for parental access to view student grades and fee balances. Call the office for account access information/passwords.

NUTRIKIDS - LUNCH ACCOUNT

Nutrikids is available for parental access to view student lunch account balances and activity. Contact the office for account access information/passwords.

PARENT-TEACHER CONFERENCES

If you have a question about your child's progress (academic or behavioral), please contact your child's teacher for an appointment to discuss your concerns. Formal parent-teacher conferences will be held Thursday, October 27, 2011 from 8:00 am until 8:00 pm. Spring conferences will be held on Thursday, February 16, 2012 from 4:15 pm until 7:30 pm. Please make every effort to attend your scheduled conference during that time. If you are unable to attend, call the office and another appointment will be made.

MID-TERM PROGRESS REPORTS

Mid-term progress reports for students in grades 3rd through 5th will be **sent home** on the following dates:

Thursday, September 22, 2011
Thursday, December 1, 2011
Thursday, February 16, 2012
Thursday, April 26, 2012

REPORT CARDS

Report cards will be sent home on the following dates:

October 27, 2011 (Parent/Teacher Conf.)
January 19, 2012
March 29, 2012
May 25, 2012 (Last Day of School)

Note: If a non-custodial parent would also like a report card sent to his/her house, please contact the Elementary Office at 792-0639.

ATTENDANCE AWARD

To receive a perfect attendance award at the end of the school year, a pupil must meet the following requirements:

1. No excused or unexcused tardies.
2. No excused or unexcused absences.

ROCKET BOOSTERS (PARENT GROUP)

Silvis District #34 encourages parent involvement and offers opportunities for parents to become involved in their child's education at all of its school. This is an organization made up of parents who are willing to volunteer their time for the good of the students. Some of the events sponsored by Rocket Boosters include Grandparents' Day, Carnival, fundraisers, and many other events. If you would like more information regarding this group, please contact the office (792-0639) and we will put you in touch with the president of the Rocket Boosters. Meetings are held in the conference room across the hall from the principal's office starting at 6:30 PM. Meeting dates will be sent home after school starts in the fall.

GENERAL INFORMATION

MATERIALS FEE

The materials' fees are as follows:

Grades K - 5 - \$30.00

Students are responsible for the care and condition of books loaned to them. If the books are damaged beyond reasonable wear while they are in their possession, or if books are lost, the students will be responsible for paying for the books. All students, grades K-5 are asked to purchase an assignment notebook. These will be sold at registration, or may be purchased from the classroom teacher for \$5.00. A School Messenger fee will be assessed at \$3.00 per student (\$6.00 per family).

ADMISSION POLICY

In order to enroll a student, parents/guardians must present proof of residency within the school district and proof of immunization upon enrollment. A child entering Kindergarten must be five years of age **on or before** September 1st of that school year. **A certified copy of the child's birth certificate** must be presented for age verification. If a birth certificate is not available, then other proof of the child's identity and age and a sworn statement explaining why the birth certificate cannot be produced are required. **A physical, eye, and dental examination are also required.** A child entering first grade must be six years old on or before September 1st of that school year. A certified copy of the student's birth certificate must be presented for age verification if he/she did not attend kindergarten.

RESIDENCY

Section 5/10-20.12b of the Illinois School Code states that legal custody for the establishment of tuition-free residency exists in five instances for Regular Education:

- A. The custody of a natural or adoptive parent with whom the child resides.
- B. Custody granted by a court to a person with whom the pupil resides for an other-than-schooling purpose.
- C. Custody exercised under a statutory short-term guardianship, provided that within 60 days of the student's enrollment a court order is entered which establishes a permanent guardianship for an other-than-schooling purpose.
- D. Custody exercised by an adult caretaker or relative who is receiving aid under the Illinois Public Aid Code for the pupil who resides with that adult caretaker for an other-than-schooling purpose.
- E. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercised legal responsibility for the pupil and provides the pupil with a regular fixed nighttime abode for an other-than-schooling purpose.

Residency of children of divorced parents is dictated by the residence of the parent having sole custody. In cases of joint custody, the residence is determined by the residency of the parent with whom the student actually lives. In cases where students spend time at the residence of each parent, residency is determined by the residency of the parent who claims the child as a dependent on his/her tax return. Information regarding a child's educational experience (including but not limited to calendars of events, grades, reports, etc.) will be provided to the non-custodial parent unless a court order denying access to such records is provided. The name/address of the non-custodial parent should be submitted to the office to allow mailings of the above items.

If there is a restraining order against a person in regard to a student at George O. Barr School, the office should be provided with a copy of that restraining order. Limited access or no access to a student at George O. Barr School by another person should be stated as such in the court order kept on file in the office.

HOMELESS STUDENTS

Students who are homeless shall be enrolled if the child was a resident of Silvis District 34 before he/she became homeless or if the child's temporary residence is located within District boundaries. Further information regarding the educational rights of homeless students may be obtained by contacting the District's Homeless Student Liaison at 792-0639 and speaking with the principal.

FEE WAIVER POLICY

The Silvis School District Board of Education has adopted a policy to waive school fees for those families that cannot afford them. Children from families whose gross income is at or below state prescribed levels are eligible for free milk, meals, books and fees. Fees may be prorated if eligibility changes. Applications for fee waivers are available

at each building. The following standards and procedures were established pursuant to Section 5/10-20.13 of the Illinois School Code. 105ILCS 5/10-20.13.

A waiver of fees may be requested for the following: Charges for required textbooks and instructional materials.

Fee waivers will be granted for the following circumstances:

- A. Student is from a family currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children or AFDC);
- B. Student from a household whose gross income qualifies them for the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
- C. Student from a family currently experiencing emergency economic problems (i.e. significant loss of income from severe illness or injury or loss due to fire, flood, or storm damage) In order to be exempted from paying school fees, a completed fee waiver form and either recent check stubs or food stamp card must be provided to the district. Fee waivers must be applied for each time a student registers at George O. Barr School. These are available at registration or anytime throughout the school year. If your fee waiver request has been denied, you may appeal that decision to the superintendent. Forms are available in the principal's office.

CLASSROOM VISITATIONS

Parents are welcome and encouraged to visit classes during the school year. For the protection of students and staff, every visitor **must** stop in the office before visiting class to receive a visitor's badge. Please do not visit classes during the first three weeks or the last three weeks of school.

Whenever visits are made, please do not bring other children with you. To minimize disruptions to the educational process, please make arrangements with either the classroom teacher or principal **24 hours prior to the visit and limit visits to a maximum of 1 hour**. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

LUNCH PROGRAM

Silvis Public Schools has a closed noon hour. No child will be permitted to go home for lunch during the school day, unless an emergency arises and the parent phones the school to give the office permission for their child to be released at lunchtime. After eating lunch in the cafeteria, students will go outside for recess. Please encourage your child to complete their lunch before going outside. Students who do not eat a cafeteria

lunch, may bring a sack lunch and buy milk for \$.25 (limit of 2 cartons).

Cafeteria lunches are \$1.75 per day. Deposit envelopes are available in the offices and in the cafeteria at the beginning of each school day.

- A. If your child brings milk money or money for their lunch account, a deposit envelope must be used. A minimum of \$5 per deposit is required.
- B. Negative balances and charges resulting in a negative balance will not be allowed. Please make sure your child is provided with a sack lunch and beverage if there aren't enough funds available.
- C. Encourage your child to NOT bring toys.
- D. Children must NOT throw food, drinks, or garbage in the cafeteria. Doing so will result in disciplinary action.
- E. If a parent chooses to bring restaurant food for his/her child, please meet the child in the cafeteria and do not share with other children.
- F. Cans/bottles of any liquid are discouraged and soft drinks are prohibited.

USE OF TELEPHONE

It is important that classroom interruptions be kept to a minimum. If a student needs to be contacted due to an emergency, call the office and the secretary can put you through to the child's teacher. Students who plan to go home with a friend should make arrangements with parents prior to the day of their visit so no phone calls are necessary. Students may use the telephone with their teacher's permission in the case of an emergency.

SCHOOL LIBRARY BOOKS

Students and parents are responsible for books checked out of the school library. All books must be returned. When books are not returned, parents will need to replace missing books or pay the school to replace books.

BICYCLES/SCOOTERS

The school will not be responsible for bicycles/scooters that are ridden to school. It is recommended that students not ride bicycles/scooters to school **until they reach third grade**. Pupils who ride bicycles/scooters should obey these regulations:

- A. Bicycles/scooters must not be ridden on school grounds.
- B. All bicycles must be parked in the bicycle racks south of the cafeteria.
- C. Bicycles should be locked.
- D. Scooters should be broken-down upon getting to school to be placed in the child's locker.
- E. **Students must wear a helmet if they ride either to school.**

SKATEBOARD/ROLLER BLADES

ALL SKATEBOARDS AND ROLLER BLADES ARE PROHIBITED ON SCHOOL GROUNDS DURING SCHOOL HOURS AND AFTER SCHOOL HOURS (INCLUDING

WEEKENDS). Students who violate this rule will have their skateboards/roller blades confiscated. These will be kept in the office for an adult to pick up. This applies to "Heelys" as well.

HOMWORK

Students are expected to do some amount of homework according to the following guidelines:

1st grade – 10 min. per night
Recommended reading, spelling list

2nd grade – 20 min. per night
(Spelling list, reading) A planner assignment and homework paper are to be completed each night, Monday-Thursday. Only a planner assignment is given on Friday. The planner should be signed each night by a caretaker. Assignments are expected to be up to date.

3rd grade – 30 min. per night
(Reading, math facts, spelling) Homework is assigned Monday-Thursday and each student shall write assignments in his/her planner. A caretaker is required to initial the planner on a daily basis.

4th grade – 40 min. per night
Expectations include doing assigned homework Monday – Thursday that is written in the student planner each day. Each night the planner must be signed by a caretaker to be returned daily.

5th grade – 50 min. per night
Students fill out a Student Planner with daily homework assignments on Monday – Thursday. Caretakers are required to sign the planner on a nightly basis.

INCOMPLETE WORK

Teachers are available daily 8:00-8:10 AM and 3:00-3:15 PM for helping students. Schoolwork missed due to absence may be made up during this time.

SCHOOL DRESS CODE K – 5

Students are expected to dress appropriately. Items not allowed in the classroom include hats, jackets (coats), sunglasses, gloves, and electronic gaming and music devices. Clothing considered inappropriate include but is not limited to the following: clothing advertising/depicting tobacco, drugs, alcohol, inappropriate graphics or language, devil/gang symbols, clothing espousing violence in any form, or which appears less than decent, such as sagging pants/shorts, torn jeans, half shirts, or halter tops. **Any manner of appearance, which creates a classroom disturbance, is not allowed.** Students may be required to change clothes or turn shirts inside out. Administrative discretion will be followed in determining the appropriateness of appearance. As used in this handbook, the words "clothing" and "clothes" include accessories such as rings, earrings, necklaces, purses and backpacks.

FIELD TRIPS

Field trips are taken periodically throughout the school year. Parents will be notified of field trip destinations. At registration, an annual field trip permission form will need to be signed by all parents. Students will not be allowed to attend field trips if the permission form is not signed. Students may not be allowed to attend field trips if current school fees are not paid. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Students may be prohibited from attending field trips for any of the following reasons:

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

INVITATIONS AND GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

TREATS

Please limit treats (birthday, holiday, etc.) to the child's classroom only. Due to allergies, please check with the classroom teacher before bringing treats to the classroom.

LOCKER/DESK

Students in grades 2-5 will be issued their own locker (in most cases) and assigned their own desk. Students are expected to keep their locker/desk in good condition. Intentional damage will be charged to the student. Pictures, stickers, or any adhesive will not be allowed in lockers as well as food or drink (other than those brought for lunch). Lockers and/or desks are school district property and made available to students for their convenience. They are subject to searches by school officials at any time without notice to or the consent of the student or the student's parents. School Code Section 5/10-22.6 expressly authorizes school authorities to perform warrantless searches and searches without notice to or consent of a student or the students' parent/guardian of school lockers, desks, parking lots or other school property and equipment owned or controlled by the school--as well as a student's personal effects left in those places. This provision also empowers school personnel to request assistance of law enforcement officials in such searches and use of specially trained dogs. Evidence secured may be seized and used in disciplinary proceedings or turned over to law

enforcement authorities. Silvis Schools and the Silvis Police Dept. have a reciprocity agreement.

VALUABLES

Students are asked not to bring large sums of money or valuable items to school. If these items are brought to school, the school is not responsible for them or liable for their loss or damage. All items should be clearly marked with the student's name.

WINTER RECESS

During winter months, students need to dress appropriately for outdoor recess. Each child needs a warm coat with a zipper that works, gloves, scarf, and hat that can cover the ears. When there is snow on the ground your child will also need boots (snow pants are recommended.) If your child needs to stay inside during recess due to recent illness, please send a note to the teacher. Should your child need to stay inside for more than three (3) consecutive days, a doctor's note is requested.

Children will be going outside for recess if the temperature is 20 degrees or above (wind chill will be taken into consideration).

EXTRA CURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege and not a right. Students are expected to adhere to the rules of conduct and general standards of sportsmanship. The failure to do so may result in the loss of participation and privileges and other disciplinary action. Parents and other spectators are also expected to adhere to the rules of conduct and sportsmanship. The failure to do so may result in removal from the activity, the loss of future attendance privileges and/or appropriate disciplinary or legal action.

DISASTER PREPAREDNESS

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

TRANSPORTATION

Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

STUDENT BUS RIDER POLICIES

The Silvis School District uses video surveillance cameras on our school buses. These cameras are used for the purpose of monitoring our students and staff to ensure a safe and healthy environment on our buses. Appropriate disciplinary

action may be taken for misconduct that is recorded or observed from the camera. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Transportation Coordinator, along with District officials. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding. Release of the information contained on the videotape shall conform to the Illinois School Student Records Act and the Federal Education Right to Privacy Act, where applicable.

The following regulations and procedures have been set up to aid children who ride school buses. These regulations have been adopted to aid in safe transportation operations for the children of Silvis School District.

- A. Bus riders shall only ride the bus to which they have been assigned.
- B. The bus driver is the school authority while operating the bus, and his/her decision is final during this period. If you have questions, talk to the driver after arriving at school or go to the transportation coordinator's or Principal's office for help. Children will not be permitted to change buses unless it is an emergency and the transportation coordinator and/or principal gives permission for such a change.
- C. Bus riders may be permitted to ride another bus on a specific day providing a note is sent by the parents/guardians to the office giving the student parental permission to ride another bus. This permission shall be granted if an emergency exists and if there is space available.
- D. If a student who normally walks wishes to ride home on the bus with a student who normally rides the bus, written permission by both sets of parents (walker's parents and buser's parents) is required and should be given to the office. This will be allowed if there is room on that bus for an extra student.
- E. Riding the bus to and from school is a privilege provided for you by the taxpayers of the school district and the State Legislature.
- F. For safety purposes, teachers are required to have bus riders ride the bus unless a dated and signed note is received telling of any different arrangement (such as walking or being picked up).

BUS SAFETY RULES

- A. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- B. Do not move from one seat to another while on the bus.
- C. Keep all parts of the body and objects inside the bus.
- D. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.

- E. Enter and exit the bus only when the bus is fully stopped.
- F. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- G. Use emergency door only in an emergency.
- H. In the event of emergency, stay on the bus and await instructions from the bus driver.
- I. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- J. Keep the bus neat and clean.
- K. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- L. Be waiting at your bus stop 5 minutes early.
- M. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- N. Keep book bags, books, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
- O. Eating is not permitted on the bus.
- P. Parents will be liable for any defacing or damage students do to the bus.

BUS VIOLATION PROCEDURES

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the transportation coordinator, the building principal, and/or his/her designee.

- ❖ 1st Offense – verbal warning to student with written report handed in to office and parent notification.
- ❖ 2nd Offense – parent notification
- ❖ 3rd Offense – parent notification and suspension of bus privileges for 1 day.
- ❖ 4th Offense – parent notification and suspension of bus privileges for 3 days
- ❖ 5th Offense – parent notification and suspension of bus privileges for 10 days. Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.

All consequences are at the discretion of the transportation director, administration, or his/her designee.

SCOPE OF DISCIPLINE POLICIES

Students may be suspended or expelled for misconduct which occurs: on school grounds, at

school sponsored activities; in connection with student transportation; on public property adjacent to school grounds as identified by the Superintendent or Building Principal as property which student activities have a reasonable relationship to school; or at any place when the misconduct has a reasonable relationship to school.

DISCIPLINARY MEASURES

Disciplinary measures may include (but are not limited to):

- A. Disciplinary conference.
- B. Withholding of privileges.
- C. Seizure of contraband.
- D. Temporary removal from the classroom.
- E. Notifying parents/guardians.
- F. After-school detention provided the student’s parent/guardian has been notified.
- G. In-school detention for a period not to exceed 5 school days.
- H. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- I. Suspension of bus riding privileges.
- J. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- K. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.

CORPORAL PUNISHMENT

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

IN-SCHOOL SUSPENSION (ISS)

ISS is a discipline consequence that isolates students from the student body during the school day in a separate room. Students are expected to maintain complete silence in this room at all times and are supervised by an adult during this time. While they are spending time in ISS, students are expected to complete their schoolwork. If a student causes disruptions in the ISS room, the behavior may result in an OSS (Out of School Suspension) at the discretion of the principal.

OUT OF SCHOOL SUSPENSION (OSS)

A student may be suspended by the principal for up to 10 days from school. Such suspension is for violation of school rules, gross misconduct, or gross disobedience when, in the judgment of the principal, such suspension is necessary for the good

of the student or of the school. An Out of School Suspension may result from behavior exhibited at school; on school property (including school buses) or at a school sponsored event, or which is closely related to school. Students may not attend ANY functions on school grounds during the suspension period. Failure to comply will result in a charge of criminal trespass. Oral and written notification of the suspension is given to the parents/guardian. The notification describes the offense, length of suspension, and process to appeal the suspension. Unless there is a risk of danger to persons or property or an ongoing threat to the academic process, a pre-suspension conference will be held with the student during which the charges will be explained and the student will be given an opportunity to respond. If a pre-suspension conference is not feasible due to risk of danger or disruption, a conference will be held thereafter as soon as practicable. A conference between parent/guardian, student, and principal may be requested prior to the student being readmitted to class. Students will be allowed to make up homework during the suspension period. Out of school suspensions will be considered unexcused absences.

EXPULSION

All expulsions are in accordance with the provisions of the Illinois School Code and as required by Section 5/10-22.6 of the School Code only the Board of Education may expel a student. "Expulsion shall take place only after the parents have been requested to appear at a meeting of the board, or with a hearing officer appointed by it, to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The board or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If a hearing officer is appointed by the board he shall report to the board a written summary of the evidence heard at the meeting and the board may take such action thereon as it finds appropriate."

"The board may expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis. A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school, shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case by case basis. For purposes of this Section, the term "weapon" means (1) possession, use, control or transfer of any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18, United States Code, or use of a weapon as defined in Section 24-1 of the Criminal Code [720 ILCS 5/21-1], (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" of any

weapon defined in this Section. Expulsion or suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. A student who is subject to suspension or expulsion as provided in this Section may be eligible for transfer to an alternative school program in accordance with Article 13A of the School Code. The provisions of subsection (d) apply in all school districts, including special charter districts and districts organized under Article 34."

During a suspension/expulsion, the student will not be allowed on school grounds for ANY reason. Failure to comply will result in a charge of criminal trespass. Students will NOT be allowed to make up schoolwork during the expulsion period.

SCHOOL RULES

Students are expected to adhere to the rules at George O. Barr School in order to maintain a safe environment conducive to learning. There are school wide rules and each classroom has their own set of rules as well. Students with disabilities will be disciplined in accordance with federal and State law.

BUILDING RULES

- A. Respect yourself.
- B. Respect others.
- C. Respect property.

All consequences are at the discretion of the transportation director, administration, or his/her designee.

GENERAL MISCONDUCT

The following are examples of conduct, which interferes with the educational process and will not be tolerated:

Consequences:

Minimum – 1 day ISS

Maximum – 10 days OSS/recommended expulsion

- A. Open and willful defiance or disobedience involving refusal to conform to the rules and regulations of the school and/or disobeying directives from all staff members or school officials.
- B. Profane or obscene language/gestures.
- C. Bringing toys, radios, tape/CD players to class without teacher's permission. If these items are causing a disturbance in class, they will be confiscated and returned at the end of the day.
- D. Selling merchandise in school without permission from the principal's office.
- E. Excessive public displays of affection.
- F. Handling any school property without permission.
- G. Wearing jackets/coats, head coverings, sunglasses in the building during the school day.
- H. Repeatedly coming to class without supplies, materials, or homework.
- I. The use of electronic paging or communication devices, an electronic paging/ signaling device, a two-way radio, a cellular phone, a video

recording device, personal digital assistant (PDA), and/or other electronic or other telecommunication devices is prohibited. Cell phones must be out of sight and turned off during regular school hours unless: (a) the supervising 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. The principal may confiscate any of these devices. Consequences will range from being returned to the end of the day to more serious actions for repeated offenses.

- J. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- K. Students cannot make verbal and/or implied threats to teachers and/or other students that could alarm, disturb, or interfere with the orderly operation of the school. Verbal and written statements such as "I'll kill", "I'm going to bomb this place", or other comments that may be construed as threats to the safety of our students and staff members will not be allowed. Implied threats will be taken seriously. "Kidding around" about shooting someone is not appropriate in our society and must not be allowed in our schools.

GROSS DISOBEDIENCE OR MISCONDUCT

The Board of Education defines gross disobedience or misconduct as any student action or conduct which, in the opinion of the school administration, adversely affects the school environment or adversely affects the health welfare, or safety of students or school personnel. Examples of gross disobedience or misconduct include, but are not limited to:

Consequences:

Minimum - 3 days ISS
Maximum - 10 days OSS and/or recommendation for expulsion

- A. Insubordination to any school personnel which includes failure to comply with the request of directions of teachers, administrators, or other school personnel.
- B. Intimidating or attempting to intimidate school personnel.
- C. Fighting with or assaulting school personnel or other students.
- D. Use of profanity, vulgarity, or indecent gestures towards school employees or fellow students.
- E. Damaging school property (students will be required to pay for, or work off, the cost of replacing/restoring that which has been destroyed or damaged).
- F. Engaging in any activity, on or off campus, that: (1) poses a threat or danger to the safety of other students, staff, or school property; (2) constitutes an interference with school purposes or an educational function; or (3) is disruptive to the school environment.

- G. Academic dishonesty including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- H. Abuse of Internet privileges or inappropriate and/or unauthorized use of the District's electronic network.
- I. Endangering the physical or psychological well-being of the school population by acts including but not limited to:
 1. Improper release of a school fire alarm or tampering with a fire extinguisher.
 2. Starting a fire in or on school property or attempting to do so.
 3. Setting off explosive devices in or on school property or attempting to do so.
 4. Repeated incidents of misbehavior including repeated refusal to comply with school rules.
- J. Other acts which directly or indirectly jeopardize the health, safety and welfare of school personnel or other students.

CRIMINAL/ILLEGAL/MORE SERIOUS

Any criminal, illegal, or more serious acts as described below (but not limited to), when conducted on school property/at school sponsored activities or affecting school property, will carry consequences of a MINIMUM 1 DAY OSS TO A MAXIMUM RECOMMENDED EXPULSION.

**Criminal acts may be reported to the police department. A reciprocity agreement exists between Silvis Schools and the Silvis Police Dept. Consequences-----Minimum - 1 day OSS
Maximum - Recommended expulsion

- A. **Tobacco** - Smoking in school and on school grounds or at school sponsored activities. (Possession of any tobacco product is prohibited.)
- B. **Vandalism** - Defacing and destroying school employee, or student property. Students caught defacing/destroying property will be held accountable for the cost of the damage done.
- C. **Theft** - Theft in the school and on school grounds or at school sponsored activities. Restitution will be made for any article not returned or damage done during the theft.
- D. **Assault** - A person commits an assault when, without lawful authority, he/she engages in conduct, which places another in reasonable apprehension of receiving battery.
- E. **Battery (fighting)** - A person commits battery if he/she intentionally or knowingly, without legal justification and by any means, (1) causes bodily harm to an individual or (2) makes physical contact of an insulting or provoking nature with an individual. Consequences apply to all students responsible.
- F. **Extortion or Intimidation** - This occurs when a threat is used to force another person to commit an act against his/her will. Extortion: to obtain money or property by threats or force. Intimidation: to attempt to influence someone with fear, force or threat.

G. **Gang/secret society-related activity** – While on school property or at any school-sponsored event wherever held, no student shall participate in any gang/secret society-related activity including but not limited to the following:

1. Soliciting others for membership.
2. Requesting any person to pay protection or otherwise intimidating or threatening any person.
3. Inciting other students to act with physical violence upon any other person.
4. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign or other item which is commonly associated with membership in or affiliation with any gang/secret society.
5. Committing any other illegal act or other violation of school district policies or regulations.
6. Using gang-related artwork/graffiti on notebooks, book covers, school papers, etc.
7. Using any communication, verbal or non-verbal (gestures, handshakes, etc.) suggesting or showing membership or affiliation with a gang, secret society or any fraternity or sorority.

Gang as used in this regulation shall mean individuals who associate with each other for criminal, disruptive, and/or other activities prohibited by law and/or by the District's rules and regulations. "Secret societies are defined by the Illinois School Code, 105ILCS 5/31-1.

- H. **Weapons or look-alike weapons in school** – Students will not possess, use, control, or transfer guns, knives, martial arts weapons, or any object that serves as a weapon or is a weapon look-alike. A weapon is defined in Section 5/10-22.6 of the School Code and this handbook on page 11. A weapon is also defined as any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, if use or attempted to be used to cause bodily harm. The weapon will be confiscated and not returned to the student. Possession is punishable by a recommended expulsion.
- I. **Racial/sexual harassment** – No student/employee shall harass a student/employee on account of race, color, or gender. Any student/employee found to have engaged in such behavior will be subject to discipline. For further explanation see Sec. 580. Also Title IX.
- J. **Drugs/Alcohol** – The use, possession, and/or distribution of controlled substances/alcohol, or the distribution of controlled substances/alcohol or look-alike drugs and drug paraphernalia is not permitted on school property (including busses) at any time. This policy extends to any events sponsored by the school no matter where they take place, and to any activities bearing a reasonable relationship to school. Students will not be permitted to attend school/school

functions when they are under the influence of controlled substances/alcohol. Students who are under the influence shall be treated in the same manner as though they have controlled substances/alcohol in their possession. If a staff member finds a student using, possessing, or distributing controlled substances/alcohol, look-alike drugs, or drug paraphernalia, that student shall be suspended for a period of 10 days for the first offense. Repeat offenders may be recommended for expulsion. If the substances are believed to be illegal, that student will be reported to the police department.

- K. **Prescription Drugs** – Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
- L. **Inhalants** – Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- M. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

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

THE DISTRICT RESERVES THE RIGHT TO IMPOSE ANY DISCIPLINARY MEASURE, UP TO AND INCLUDING A RECOMMENDATION FOR EXPULSION FOR ANY OFFENSE, IF THE PRINCIPAL DETERMINES THAT THE STUDENT'S CONDUCT WARRANTS SUCH DISCIPLINE.

SCHOOL STUDENT DRUG POLICY

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession, sale, purchase, being under the influence or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time, and/or anywhere that such conduct disrupts the educational environment. This policy extends to all school sponsored and related activities, extracurricular activities, as well as field trips and

athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

Information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the curriculum in compliance with the law. If a staff member finds a student illicitly using, possessing, selling, purchasing, being under the influence or distributing drugs or look-alike drugs in violation of this policy, the student shall be suspended for a period of up to ten (10) days for the first offense. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution. Repeat offenders may be recommended to the School Board for expulsion.

If there is reason to believe that a student is under the influence of alcohol or is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his parents.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities.

Organizations sponsoring activities in the school's facilities or on school grounds, outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures for violations of this policy. Failure to do so could result in the cancellation of that organization's privilege to use District facilities.

BULLYING/HARASSMENT POLICY

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the

tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that is or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

SEXUAL HARASSMENT

Sexual harassment of students and staff is prohibited. An employee, district agent, or student engages in sexual harassment whenever he/she makes unwelcome 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 gender that;

- Denies or limits the provision of educational aid, benefits, services or treatment or that makes such conduct a condition of a student's academic status; or
- Has the purpose or effect of: substantially interfering with a

student's educational environment;
creating an intimidating , hostile or
offensive educational environment;
depriving a student of educational
aid, benefits, services or treatment;
or making submissions to or
rejection of such unwelcome conduct
the basis for academic decisions
affecting a student

The terms "intimidating," "hostile," and "offensive" include conduct which has the effect of humiliation, embarrassment or discomfort. Examples of sexual harassment include unwelcome 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. Students who believe they are victims of sexual harassment or have witnesses sexual harassment, are encouraged to report the matter to the student nondiscrimination coordinator, building principal, associate principal or a complaint manager. Students may choose to report to one of these persons who is of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined for making a complaint.

An allegation that one student was sexually harassed by another student shall be initially referred to the building principal for review and investigation. The building principal shall then determine whether further review is warranted pursuant to the district's Uniform Grievance Procedure. Allegations that a student has been harassed by a staff member will be referred to the building principal, unless the allegations concern to the principal. In that case, such allegations will be referred to the Superintendent for investigation.

For a complete copy of the district's Sexual Harassment Policy, please contact the building principal.

GUIDANCE/HEALTH

GUIDANCE SERVICES

Silvis School District #34 employs an Elementary School Counselor and a School Social Worker to provide guidance services. If there are concerns you would like the counselor to help with, please call 792-0693.

HEALTH OFFICE

A Health Office and First Aid Station are maintained at school. Each child has a health record form kept from the time they enter school in kindergarten until the time they leave in eighth grade.

SCHOOL NURSE

The school nurse's office will be open to all students for IN SCHOOL INJURIES OR ILLNESSES ONLY. You must have a hall pass and notify the

office that you are going to see the nurse. The school nurse's office can be reached at 792-9663.

REQUIRED HEALTH EXAMINATIONS AND IMMUNIZATIONS

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

- A. Entering Kindergarten or the first grade;
- B. Entering the sixth and ninth grades; and
- C. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

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

EYE EXAMINATION

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

Vision and hearing evaluations are given to all grades in alternate years; the teachers may also refer students for vision/hearing during the school year. Parents/guardians are encouraged to have their children undergo a dental and vision examination whenever health examinations are required. If the District administers vision screenings, the District will comply with the notice requirements, if any, and all other applicable provisions required by the Department of Public Health.

DENTAL EXAMINATION

All children in kindergarten, second grade and sixth grade must submit proof to the School District that they have received a dental examination by a licensed dentist. If a child in the second or sixth grade fails to present proof of a dental exam

by May 15th of the current school year, the District may hold the child's report card until the child presents proof of the dental exam or proof that the dental exam will take place within 60 days after May 15th. A waiver of this requirement may be available for children who show an undue burden or total lack of access to a dentist.

ADMINISTRATION OF MEDICINE AT SCHOOL

The purpose of administering medicine in school is to help each child maintain an optimal state of health that enhances his/her educational plan. The medication shall be those required during school hours that are necessary to provide the student access to the educational program. Guidelines have been established for this procedure and are available upon request from the nurse.

ASTHMA AND EPINEPHRINE SELF-ADMINISTRATION

A student may possess an epinephrine auto-injector (EpiPen) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of medication by school personnel.

CARE OF STUDENTS WITH DIABETES

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

Parents/guardians are responsible for and must:

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

For further information, please contact the Building Principal.

STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (309) 792-0639.

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

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

CONTROLLING PEDICULOSIS (LICE)

School-wide head checks are routinely completed during the first two weeks of school, following the winter break, and following spring break. The nurse may also do individual checks on new students to the district or when she deems it necessary. **Silvis Schools support and enforce a NO-nit policy. Therefore students will not be allowed to return to school until they are nit free. Examination by the nurse is also required prior to returning to class.**

NOTICES/POLICIES TEACHER QUALITY

In accordance with the requirements set forth by the No Child Left Behind Act, the District employs highly qualified teachers. Upon request, parents may obtain a copy of their child's teacher's certification and other qualifications, as well as information regarding the teacher's baccalaureate degree and major fields of study, and any additional certifications or degrees.

TERMS AND CONDITIONS FOR USE OF INTERNET

Silvis School District #34 is hooked up to the Internet. Use of the Internet is a privilege, not a right. Access to the Internet must be for educational or research purposes and must be consistent with the objectives of the District. Students are required to sign an "acceptable use" policy agreement prior to using the Internet. Violation of this policy could result in the loss of Internet privileges and/or discipline up to and including suspension and recommendation for expulsion. Students have no expectation of privacy in electronic communication and downloaded materials. Such material may be monitored and read by school officials.

SPECIAL EDUCATION SERVICES

Silvis District 34 will provide all eligible students with disabilities, a free appropriate public education in compliance with Individuals with Disabilities Education Improvement Act (IDEIA), Section 504 of the Rehabilitation Act and Article 14 of the School Code of Illinois. All discipline, for all eligible students with disabilities will be administered in accordance with the aforementioned statutory provisions. Silvis District 34, in cooperation with Black Hawk Special Education District, provides a continuum of services for children ages 0 to 21 years old. These mandatory programs provide screening for learning or behavior problems, diagnostic assessments, and instructional services for the child and parent support services.

Instructional services include:

- Special Education Preschool (half-day sessions) for children ages 3-5
- Resource rooms for students (K-8) needing less than 50% special class instruction
- Instructional rooms for students (K-8) needing more than 50% special class instruction
- Speech and language clinician to provide individual or group therapy
- Itinerant teachers to serve the visually and hearing impaired.

Children needing a special school placement may attend the Black Hawk Area Education Center or may be placed in another appropriate public or private educational setting.

As of March 1, 2006, Illinois schools are required to report information on the level of functioning at the time of entry of all pre-school children receiving special education services to the Illinois State Board of Education. The program is called Children Outcomes Process and is a joint effort by the child's teacher, parents, support staff, and other service providers. Information will be gathered and reported again at the time when the child exits the preschool program as fulfillment of a federal requirement to monitor the progress of preschool special education students. For additional information contact the junior high principal at 792-3511.

If you have any questions about special services provided by the Silvis School District, please call the junior high principal in the Silvis Junior High School office, 792-3511.

All programs and services of Black Hawk Area Special Education District SEJA #865 and Silvis School District #34 are open to all regardless of race, sex, national origin, or handicapping condition.

GIFTED EDUCATION

If you feel your child is gifted and has not been identified by the district, please contact the building principal. Gifted education is provided to students in grades 3-8. Silvis School District #34 utilizes two separate processes in identifying gifted (A.C.E.) children: screening and selection. A variety of criteria will be used including both objective

measures and professional judgment. No single criteria may exclude a child at the initial screening stage. Selection is completed at the end of second grade and fifth grade or if the child enters the school district after second grade, selection would occur at the end of their present school year.

MANDATED REPORTER

Any school official or employee having reasonable cause to believe a child known to them in their professional or official capacity may be an abused or neglected child shall immediately report or cause a report to be made to the Department of Children and Family Services by phone (1-800-25-ABUSE) or in person.

The responsibility for reporting child abuse or neglect rests with the individual identifying the suspected abuse or neglect. The individual making the report shall also notify the building principal or other appropriate administrator that such report is being made.

Any person who, in good faith, participates in making such reports or in any judicial proceeding resulting from such report will be immune from civil or criminal liability.

PROCEDURE FOR REVIEWING RECORDS

The Family Educational Right and Privacy Act (FERPA), as well as the Illinois School Student Records Act (ISSRA), requires parental notification of the right to examine student records.

The procedure to obtain review of student records for Silvis Schools will be as follows:

The parent, guardian or an individual having legal custody of the student shall:

1. Contact the Principal of the school in which the student is enrolled or has been enrolled and request that the student record be made available for review.
2. The Principal of the school shall require the individual requesting the review of student records to complete a "Request for Review of Student Record" form.
3. The Principal will set a time and place for review of the student records. This will be arranged within fifteen (15) working days after the date of receipt of the Request for Review.

TYPES OF INFORMATION IN STUDENT RECORDS

The confidentiality of student records is governed by FERPA, as well as the ISSRA.

Student Permanent Record – Basic identifying information (student and parent names, addresses, birth date and place, and gender) grades, grade level, attendance record, health record, honors, and information about school sponsored activities.

Student Temporary Record – Family background information, achievement and ability test scores, psychological evaluations, disciplinary information, special education information, and information regarding serious disciplinary infractions

that resulted in expulsion, suspension, or the imposition of punishment or sanction

Under the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act parents have the right to inspect and review their child's educational records. Parents also have the right to request amendments to those records if they believe them to be inaccurate, misleading or otherwise in violation of their child's privacy rights. Under the Illinois School Student Records Act, parents may request a hearing to challenge the accuracy, relevance or propriety of any entry in the school student records except academic grades or references to expulsions and out of school suspension. Parents may also insert in their child's student records a statement of reasonable length setting forth their position on any disputed information contained in the record. Parents also have the right to consent to the disclosure of personally identifiable information from their child's student education records except as specified by law.

Personally identifiable information from those records (other than directory information) may not be released to anyone without the written consent of the child's parent, except as expressly provided under FERPA or the Illinois School Student Records Act. Among these exceptions, the school has the right to grant access to or release information from student records without parental consent or notification to any employee or official of the district or state board of education provided such person has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest. Those who constitute a school official with a legitimate educational interest includes, but is not limited to, individuals with current or potential educational interest necessary to fulfill his or her professional responsibilities. The school also has the right to grant access or release information to any person for the purpose of research statistical reporting or planning provided no student or parent can be identified from the information released. The parent may request a copy of the released information or any information proposed to be destroyed or deleted. The school also has the right to grant access or release information to the officials of another school district in which a student seeks to enroll upon request, and after prior written parental notification.

For purposes of this section, "parent" refers to the natural parent or other person who has the primary responsibility for the care and upbringing of the student. Non-custodial parents have a right to access student records in the absence of a court order to the contrary. The [Illinois School Code](#) at 5/10-21.8 provides a thorough listing of the types of records non-custodial parents may access.

Destruction Schedule: Permanent student records will be maintained for at least 60 years. Temporary student records, including disciplinary information (if any), will be maintained for at least five years after the student has transferred, graduated, or otherwise withdrawn from the school.

DIRECTORY INFORMATION

The district may release certain directory information regarding students, except that parent(s)/guardian(s) may prohibit such a release. Directory information shall be 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.

The District shall issue further notification to parent(s)/guardian(s) and students concerning school records, which will contain information regarding the right to object to the release of directory information.

STUDENT RECORD CHALLENGE

The parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of the records, except no challenge may be made to grades or references to expulsions or to references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school records are being forwarded to another school which the student is transferring.

Parents should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. Parents/guardians have the right to request a hearing at which each party has a right to: the right to present evidence and to call witnesses, the right to cross-examine witnesses, the right to counsel, the right to a written statement of any decision and the reasons therefore, and the right to appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board. That decision may be appealed to Circuit Court. Parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in the student record and any release of the information in dispute.

RIGHT TO FILE A COMPLAINT

Parents who believe that their rights or the rights of their students have been violated by the School District's failure to comply with the Family Educational Rights and Privacy Act may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

ASBESTOS CONTAINING BUILDING MATERIALS MANAGEMENT PLAN

This is to notify you that Silvis School District #34 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHEERA, 40CFR 763) for the Silvis School facilities. Copies of the Management Plans are available in the Administrative Office of the School District. These plans are available for your inspection during normal business hours, which are Monday through Friday, 8:00 AM to 4:00 PM, and during other times by special arrangements. We request that appointments be made with us to review the plans. To make arrangements please contact Richard Swanson (309) 792-9325.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, sexual orientation, status as homeless or actual or potential marital or parental status including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except the District remains viewpoint neutral when granting access to school facilities under Board Policy #7:10, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

SEX EQUITY

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/2-3.8 of the School Code).

The Superintendent has designated the Elementary School Principal, and the Junior High Counselor, to implement the district's nondiscrimination policy. Every parent, student and employee has a right to initiate a grievance or complaint of illegal discrimination by contacting:

Mr. Michael Hughes or Ms. Jennifer Caldwell
1305 5th Avenue
Silvis, IL 61282
(309)792-0639

NON-DISCRIMINATION POLICY

Silvis School District does not discriminate on the basis of disability in the provision of or access to any of its programs or services by students, 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 Elementary School Principal at 792-0639, or the Junior High School Principal at 792-3511. If you feel that you have been discriminated against on the basis of disability in the district's provision of programs or services, you may file a grievance pursuant to the district's Uniform Grievance Procedure.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, activities, and meetings on an equal basis with those without disabilities. Where, however, the provision of substantially equal accessibility or participation is not or would result in an undue burden, the District will attempt to provide alternative methods of participation or accessibility.

The District will provide auxiliary aids and services where needed unless taking such steps would fundamentally alter the function, program or meeting or would result in an undue burden.

New construction and alterations to existing facilities will be accessible. The District will remove architectural barriers and structural communication barriers in existing facilities where such removal does not constitute an undue burden. The District will provide alternative methods for participation or accessibility where it is an undue burden to remove architectural barriers or structural communication barriers.

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

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

EQUAL OPPORTUNITY EMPLOYMENT

The district shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, gender, age, ancestry, marital status, sexual orientation, the fact of an

arrest record, military status or unfavorable military discharge, citizenship status, use of lawful products while not at work, physical or mental handicap or disability if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or Complaint Manager for the Uniform Grievance Policy.

The Superintendent has appointed the Superintendent, and the Junior High School Counselor, to implement the district's nondiscrimination policy. Every parent, student, and employee has a right to initiate a grievance or complaint of illegal discrimination by contacting:

Mr. Ray Bergles or Ms. Jennifer Caldwell
1305 5th Avenue
Silvis, IL 61282
(309)792-0639

TITLE IX

Title IX of the Education Amendments of 1972, affects all individuals in the Silvis Schools. The act states "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."

Silvis Schools has set up Grievance Procedures to be followed so that an individual or individuals may file a complaint. The Grievance Procedure in Silvis School District #34 shall be as follows:

- A. A student or any employee shall present the complaint in writing to the coordinator of the district.
- B. The coordinator shall investigate the complaint and arrange a hearing within five (5) working days. The Superintendent of Rock Island County Educational Service Region may be the hearing officer. The Hearing Officer shall render an opinion to the complainant on their alleged complaint. A copy of the opinion shall be sent to the Superintendent of Schools, School District #34, Rock Island County, Illinois.
- C. If the grievance is not resolved in step 2, within 5 days after receiving the step 2 decision, the complainant may file a written statement of grievance with the Superintendent or Board of Education of District #34. The Superintendent or Board will then issue a final decision concerning the matter.
- D. Employees covered by an agreement containing a grievance procedure may elect to use that procedure if applicable in place of the above procedure. However the complainant must follow either procedure to conclusion, and the decision is final.

- E. Title IX provides legal remedies to persons who believe their rights have been violated. Individuals who do not believe the District has satisfactorily resolved their grievance may wish to obtain legal counsel.

The coordinator of Title IX for the Silvis Schools shall be the Principal and Business Office Manager, 1305 Fifth Avenue, Silvis, Illinois. That telephone number is 792-0639. Office hours are from 8:00 AM to 4:00 PM daily except Saturday, Sunday, legal holidays or vacation period.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

The school district will obtain parent/guardian consent before students are required to submit to a survey that concerns one or more of the following protected areas:

- A. Political affiliations or beliefs of the student or his/her parent/guardian;
- B. Mental or psychological problems of a student or his/her family;
- C. Behavior or attitudes about sex;
- D. Illegal, anti-social, self incriminating, or demeaning behavior;
- E. Critical appraisals of other individuals with whom students have close family relationships;
- F. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
- G. Religious practices, affiliations or beliefs of the student or his/her parents/guardians; or
- H. Income (other than required to determine eligibility for participation in a program or for receiving financial assistance under such program)

The school district will provide the student and his/her parent/guardian with notice and opportunity to opt a student out of:

- A. Any other protected information survey;
- B. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law;
- C. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

The school district will provide the student and his/her parent/guardian the right to inspect, upon request and before administration or use:

- A. Protected information surveys of students;

- B. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- C. Instructional material used as part of the educational curriculum.

The school district will annually notify parents/guardians and eligible students of the district policies regarding student surveys, and any substantive changes. The school district will also annually notify parents/guardians and eligible students at the start of the school year of the specific or approximate dates of the following and provide an opportunity to opt a student out of participating:

- A. Collection, disclosure or use of personal information for marketing, sales or other distribution;
- B. Administration of any protected information survey not funded in whole or in part by the US Department of Education;
- C. Any non-emergency, invasive physical examination or screening as described above.

Parents/guardians and eligible students who believe their rights have been violated may file a complaint with:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-4605

PROMOTION AND RETENTION POLICY

We, at George O. Barr School, feel that in order for a student to be successful academically it is necessary to attend school; do assignments; possess organization skills, test-taking skills, and study skills; have a positive self image; exert effort; and be nutritionally ready. With the above criteria, a student will be prepared in a positive manner for the day to day challenges he/she may face in the real world.

ACADEMIC PROMOTION

Students at George O. Barr School will be promoted to the next higher-grade level if they meet the following criteria:

Kindergarten

Student must complete satisfactory performance in at least 60% of the assessed categories in the areas of:

Academic Growth and Skills Checklist

1st and 2nd grade

Student must complete satisfactory performance in at least 60% of the total assessed categories in the areas of:

Reading, Written expression, and Mathematics

3rd, 4th, and 5th grade

Student must complete an average of at least 60% in the area of:

- * Language Arts - including reading, phonics,

spelling, and language

AND/OR

- * An average of at least 60% in the area of Mathematics

We acknowledge that attendance and good study habits affect academic performance. **Because of that the following may be considered for promotion:**

- * Less than 18 total absences for the school year.
- * 60% of the required assignments completed and handed in.

If the aforementioned criteria are not met the following interventions may be implemented:

- * Modifications to curriculum and environment
- * Conference between parent, student, and teacher
- * Mentoring (e.g., school, social worker, community volunteers)
- * Tutoring during the school day
- * Referral to TEAM and RtI Problem Solving Team
- * Title I Reading (provided programmatic criteria are met)
- * Referral to Prevention Specialist's Dept. (ROE)
- * 90 hours of summer school Retention

The decision for promotion/retention rests with the building principal. Interventions will be in place if a student is at risk of not being promoted.

The Board of Education delegates to the Superintendent, or designee, the final authority to determine if students are qualified for promotion to the next higher grade level. If a student's parents do not agree with the school administration's determination regarding the student's qualification for promotion, they may request a meeting with the building principal. If the parents or guardians still are not satisfied after meeting with the principal, they may put their concerns in writing to the Superintendent, who will respond in writing.

Decisions regarding the progress and the retention of students who are eligible for special education shall be based upon the criteria set forth in the student's individualized education plan.

UNIFORM GRIEVANCE PROCEDURE

Students or their parent(s)/guardian(s), employees, or community members should notify the District's designated Complaint Managers if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the state or federal Constitution, state or federal statute, or Board policy including:

- A. Title II of the Americans with Disabilities Act;
- B. Title IX of the Educational Amendments of 1972;
- C. Section 504 of the Rehabilitation Act of 1973;
- D. Claims of sexual harassment under the Illinois Human Rights Act; and
- E. Title VII of the Civil Rights Act of 1964

The Complaint Manager will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

FILING A COMPLAINT

A person (hereafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with a designated Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to complete a Grievance Form regarding the nature of the complaint or require a meeting with the parent(s) or guardian(s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

INVESTIGATION

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education which shall render a decision in regard to the resolution of the complaint. The Superintendent will keep the Board informed of all complaints.

DECISION AND APPEAL

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

This uniform grievance procedure does not apply to grievances which may be brought under the procedures set forth by the collective bargaining agreement.

Every parent, students, and employee has a right to initiate a grievance or complaint of illegal discrimination by contacting:

JH Principal, Complaint Manager
Silvis School District 34
1305 5th Avenue,
Silvis, Illinois 61282
(309) 792-0639

CRIMINAL OFFENDER NOTIFICATION

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

DISCLAIMER

This handbook is intended to describe school policy, practices, rules and regulations and is a summary of board policies governing District #34. Board policies are available to the public at District #34 offices. This handbook may be amended during the year without notice.