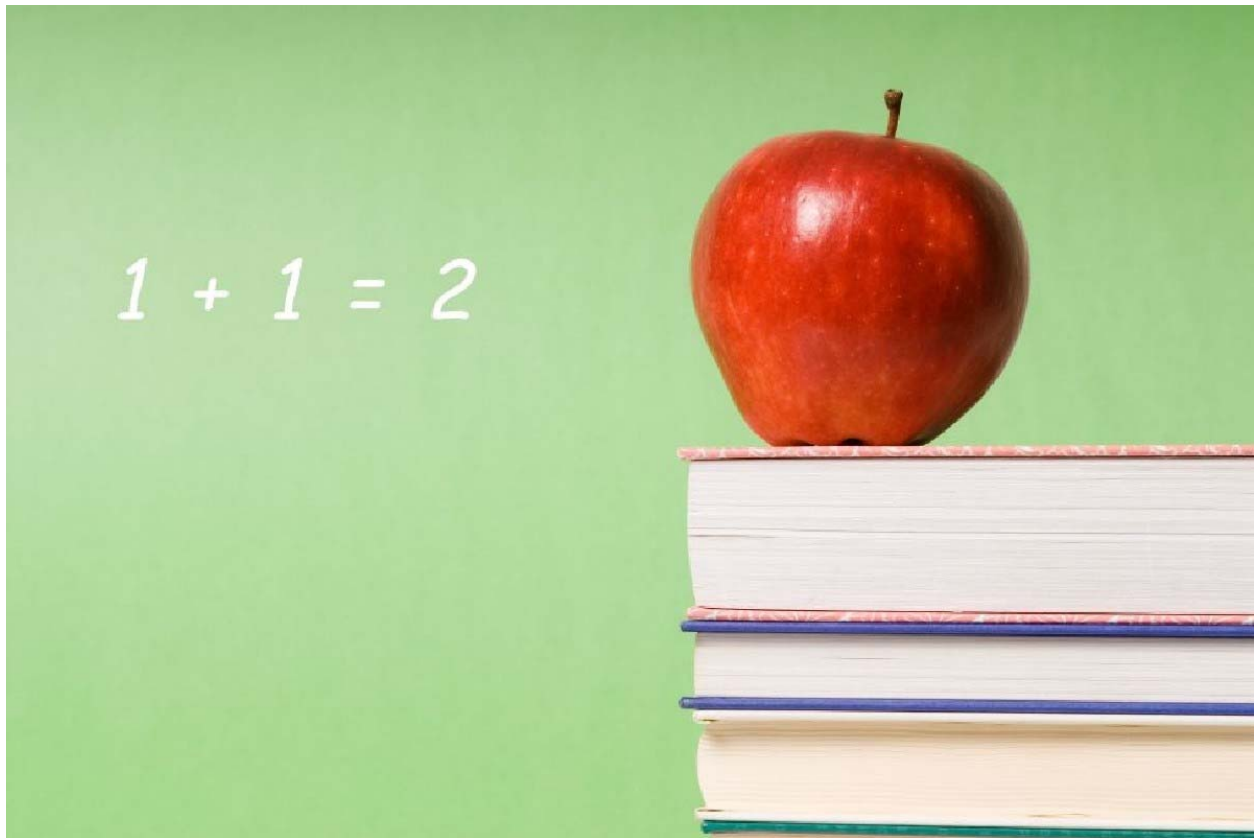


Avon Elementary School



Handbook
2011-2012

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Section 1 Welcome

Dear Student and Parent:

Welcome to Avon Elementary School for the 2011-2012 school year. We look forward to yet another exciting year of learning.

We expect only the best for and from our students. In order to help our students reach their full potential, all persons, including administration, staff and students, will be held to high academic and behavioral standards and expectations. Our balanced literary program is designed to help all students learn to read and write effectively. Elaine Hull, a Reading/Literacy consultant, will be working with the elementary school throughout the year in order to reach new heights in our reading and writing programs.

The administration, teachers and staff will strive to encourage positive behaviors through building and classroom expectations and our T-Bucks store in order to provide all students a safe, supportive and nurturing learning environment. Making good choices and being responsible for behavior will be strong elements of this year's curriculum and activities around the school.

Teachers, administrators and staff members look forward to working hand-in-hand with students and their parents/guardians in order to achieve these goals. Continuous, clear, consistent and specific communication between and among the school and parents is a key to a successful and safe environment where academic excellence prevails. We encourage parental involvement and contacts through the guidelines outlined in the handbook.

The student/parent handbook has been created to inform students, parents and our school community of our expectations and available services. If we can assist you in any way, please don't hesitate to call or email us as outlined on page 7 of this handbook. Your continued support and contributions are essential to the complete success of our total school program.

Here's to a great year!

Sincerely,
Mr. Dan Oakley

Section 2 General Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection and/or download at the District website <http://www.avonschools.us> (<http://www.avonschools.us/vnews/display.v/ART/471612d313f93>) or at the Board office, located at:

320 East Wood Street
Avon, Illinois
309-465-3708

2.1 Board of Education

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

Frank Craver, President
Diane Thompson, Vice-President
Barbara Serven, Secretary
Brian Friedrich, Financial Secretary
Barbara Serven, Member
JC Staggs, Member
Jeremy Stutsman, Member

2.2 Administrative Staff

The School Board has hired the following administrative and office staff to operate the school:

Mr. Dan Oakley, Superintendent/Elementary Principal
309-465-3708 doakley@avonschools.us

Mrs. Debbie Terwilliger, Elementary Secretary
309-465-3851 dterwilliger@avonschools.us

2.3 School Location and Contact Information

Avon Elementary School is located and may be contacted at:
400 East Wood Street
Avon, Illinois 61415
309-465-3851

2.4 Enrollment at Avon Elementary School

Students will be enrolled at Avon Elementary School based on the laws of the state of Illinois and Avon Community Unit School District 176. A student's parent/guardian must show acceptable proof of residency in the district prior to enrollment (see Section 11.3 for exceptions).

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Children entering Avon Elementary School for the first time must furnish a copy of the child's birth certificate, proof of proper immunizations and examinations as noted in Section 3.1. A student who has transferred into the district and who has already had a physical examination that meets school admission requirements for the state of Illinois for another school district in the same school year may use that physical for Avon Elementary School admission requirements.

Section 2 Cross References:
Board Policy Manual, *7:60 Residence*

Section 3 Health and Safety

3.1 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:

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

The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who have a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician. The examination 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.

Any homeless child will be immediately admitted, under board policy 6:140, *Education of Homeless Children*.

3.1.2 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.

3.1.3 Dental Examination

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

3.1.4 Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

3.2 Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form" (see Section 13).

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

All medications (see exceptions below) must be housed in the office, including over-the-counter medications. No medication is to be kept in a locker or on a student's person. Medications brought to school should be brought to the office upon a student's arrival at school, or brought by a parent. Student's found in possession of medication will be subject to progressive discipline (see Section 6.3.2, Disciplinary Measures). The administration strongly recommends that parents fill out and return the yellow medication form from registration.

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 a "Student Self-Medication Authorization Form" (see Section 13). The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an

epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

3.3 Guidance & Counseling

The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance.

3.4 Safety Drill Procedures

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

3.5 Communicable Disease

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

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

3.6 Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian provides notice verifying treatment for the condition.
5. The student will be rechecked in 7-10 days to determine the effectiveness of the treatment.

3.7 Accident Reports

Accidents taking place during school hours, during a school sponsored event, or on school property must be reported immediately. A school accident report must be completed. If the accident occurs during school hours or at a school activity and if the injury is or might be of a serious nature, the student's parent will be contacted immediately.

3.8 Illness at School

A child who becomes ill at school is to tell his/her teacher. The teacher will send the child to the office if necessary. The school nurse, or in her absence, the office secretary, will determine if additional treatment is required. If it is determined that the child should be sent home, the secretary will contact the parent or parent designee. Students are not to go home or use the telephone unless directed to do so by the principal, secretary, or school nurse. **Please do not send your child to school following an illness until the child has been free of fever (temperature higher than 100.4[°]) without medication for at least 24 hours.**

3.9 Basic Medical Treatment and Emergencies

In the event of minor injuries, the school is prepared to offer first aid medical treatment to students. Such treatment may include: cleaning agents such as peroxide, saline, or cleansing towelettes; antibiotic ointment; or first aid cream or spray. The school requires parent permission to use such agents on children.

In case of an accident or serious illness, the school's primary concern is the well-being of the child. The office will always attempt to contact a child's parent(s) as soon as possible in case of an accident or serious illness. Depending on the severity and nature of the accident or illness, the school may also contact, although not necessarily in this order: the child's family physician; and/or emergency medical personnel.

If an ambulance must be called, it will be called out of Galesburg and will take at least 25 minutes to arrive.

3.10 Building Evacuation Procedures and Emergencies

In the unlikely event of an emergency and or/evacuation from the school buildings, the following procedures are in place:

1. The superintendent will be responsible for all communication with outside agencies and the media.
2. During an emergency, all incoming calls to the district will be directed to the superintendent's office, 309-465-3708, in order to free up office phones and personnel to do their duties.
3. School personnel may limit access to buildings and grounds for the safety of students and to prevent further disruption to the educational environment.
Students will be released to parents only by administrative direction.
4. In the event that an emergency forces staff from the central office, an emergency communication center will be established in the Avon Fire Station or AvCom Lions

Building as the situation dictates. If forced from the city of Avon, a command post location will be announced as soon as possible.

5. Information will be provided to parents as soon as reasonable and proper, based on considerations for student safety. Global Connect and media outlets will be used as appropriate for the dissemination of information.

3.11 Playground and Recess Safety

1. Students are to play safely. No wrestling, pushing, pulling, or contact games or activities are permitted.
2. Ball games are permitted, but balls may not be thrown at the building.
3. Snow, rocks, and other objects may not be thrown.
4. Students are to stay inside the boundaries indicated by the supervisor.
5. Instructions from the supervisor are to be followed immediately.
6. No sandals or flip-flops may be worn in the pea gravel area.
7. Toys, trading cards, or sports equipment may not be brought to school unless for purposes of Show-and-Tell.
8. Electronic devices should not be brought to school unless specifically approved by the classroom teacher in advance.

Section 3 Cross References:

Board Policy 4:170, *Safety*

Board Procedure 4:170-AP1, *Comprehensive Safety and Crisis Program*

Board Policy 6:270, *Guidance and Counseling Programs*

Board Policy 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

Board Procedure 7:250 AP1, *Measures to Control the Spread of Head Lice at School*

Board Policy 7:270, *Administering Medicines to Students*

Board Procedure 7:270-AP, *Dispensing Medication*

Board Procedure 7:270-E, *School Medication Authorization*

Board Policy 7:280, *Communicable and Chronic Infectious Disease*

Board Procedure 7:280-AP, *Managing Students with Communicable or Infectious Diseases*

Section 4 Academics

4.1 Standards for Grading and Promotion

4.1.1 Grading and Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

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

4.1.2 Grading Scale

The grading scale used by all teachers is as follows:

- A – 93-100%
- B – 86-92%
- C – 74-85%
- D – 65-73%
- F – 64% and lower

Each child’s teacher will explain how grades are determined in his/her class.

4.1.3 Social Promotion

The state of Illinois has made social promotion illegal. Any student determined to be failing at his/her grade level at the end of an academic year is subject to retention at the same grade level for the following school year.

Avon Elementary School makes the determination that a student who receives two (2) cumulative “F” final grades in the major subject areas on the final report card will be retained at the same grade level for the following school year. The major subject areas are: mathematics, reading, language arts, science and/or social studies.

4.1.4 Reporting of Grades to Parents

Student grades will be reported to parents in a number of ways:

1. Weekly reporting for any student who has a failing grade in any subject area;
2. Quarterly mid-term reports for all students representing current grades for all enrolled subject areas;
3. Quarterly report cards; and
4. SDS Parent Connect for parents in grades 1-5.

4.2 Homework

Homework is a necessary part of the District’s instructional program. Homework is assigned to further a student’s educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

4.3 Home and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services shall begin as soon as eligibility is established. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Periodic conferences will be held between appropriate school personnel, parent/guardian, and hospital staff to coordinate course work and facilitate a student's return to school.

4.4 Assignment Books

Assignment books are distributed to each student during the first week of classes. It is the student's responsibility to complete his/her book and to have it with him/her in every class.

A lost book must be replaced. A replacement book costs \$3.00.

4.5 Field Trips

Field trips are permissible when the experiences are an integral part of the school curriculum and/or contribute to the District's educational objectives. Parents/guardians of students:

1. shall be given the opportunity to consent to their child's participation in any field trip, and
2. Are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience.

Section 4 Cross References:

Board Policy Manual 6:150, *Home and Hospital Instruction*

Board Policy Manual 6:280, *Grading & Promotion*

Board Policy Manual 6:290, *Homework*

Section 5 Special Education

5.1 Education of Children with Disabilities

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

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

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

5.2 Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

5.3 Exemption From Physical Education Requirement

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student’s parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student’s individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student’s individualized education program.

5.4 Access to Classroom for Special Education Observation or Evaluation

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.

Section 5 Cross References:

Board Policy 6:120, *Education of Children with Disabilities*

Board Procedure 6:120-AP2,E1 – *Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

Board Policy 6:310, *Credit for Alternative Courses and Programs, and Course Substitutions*

Board Policy 7:230, *Misconduct by Students with Disabilities*

Section 6 Discipline

6.1 General Building Conduct

The goals of the district's discipline policy are two-fold: to provide a safe atmosphere conducive to learning; and to provide an atmosphere in which students can learn citizenship and proper conduct in society. Students are expected to behave in acceptable modes, to respect and cooperate with proper authority including all district staff, and to respect and take care of school district property.

For this reason, Avon Community Unit School District 176 has adopted a no-tolerance policy in regard to student behaviors that pose an immediate threat to the student or to others. Examples include but are not limited to: possession of illegal drugs or alcohol; bomb threat; possession of or threat to use weapons or any object used to cause bodily harm or arson; and gang affiliation or association.

The consequences for no-tolerance include: parental notification; notification of authorities as required by law; suspension; and/or expulsion.

6.2 School Dress Code & Student Appearance

6.2.1 Philosophy

Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

6.2.2 Student Dress and Appearance

Students inappropriately dressed for school will be required to change into clothing deemed appropriate for school. Any clothing or jewelry deemed a distraction by a teacher will be asked to be changed or removed. The following rules should be observed:

1. Coats and jackets should not be worn to classes unless approved by the classroom teacher. These garments are to be placed in the student locker upon arrival at school. During cold weather, each student is encouraged to have a sweater or sweatshirt in his/her locker for an extra layer if he/she is cold. (Note: Parents with concerns in this area should address the issue with the classroom teacher. A petition to the principal may follow.)
2. Shoes or boots with cleats or spikes that would damage the floor are not to be worn.
3. Clothing that is disrespectful to the American Flag is not permitted.
4. Shirts are not permissible that display vulgar, crude or disrespectful language or advertise alcohol, beer, tobacco or drugs.
5. Muscle shirts or sleeveless shirts with excessive armholes are not permitted. Tops must cover the waist area and at no time expose the cleavage, midriff or belly areas. Sleeveless tops must have straps of at least 1" in width.

Halter-tops are not permitted. Fishnet tops are not permitted. Showing of underwear in any way is not permitted.

6. Skirts and shorts may be worn to school if they are at least mid-thigh in length. The wearing of leggings under shorts and or skirts does not change that they must be at least mid-thigh in length. Boxer type shorts or shorts with holes will not be allowed.
7. Pajama and Breakaway pants will not be allowed.
8. Snake skin, vinyl, leather pants are not permitted.
9. Hats, caps, visors or dew rags/bandanas are not to be worn in the building unless there is an approved "hat day" or event. All hats must be kept in lockers throughout the school day.
10. Underwear is not to be visible at any time.
11. No excessive holes in clothing. (No holes in pants/shorts above mid-thigh.)
12. No chains may be worn loosely hung from waist.
13. No excessively baggy pants or sagging pants.

Certain clothing rules may be relaxed or waived temporarily by the administration or classroom teacher on special occasions or for special purposes.

6.2.3 Consequences for Inappropriate Dress/Appearance

1. Verbal warning---change clothes, contact parents
2. Progressive discipline (see Section 6.3.2, Disciplinary Measures) & change clothes

6.3 Student Discipline

6.3.1 Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid not administered under a physician's care and supervision.
 - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
 - d. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that

would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

- e. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy.
- 5. Using an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- 9. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
- 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
- 11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
- 12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
- 13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- 14. Violating any criminal law, such as assault, battery, arson, theft, gambling, eavesdropping, and hazing.

15. Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

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 in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student’s presence at school may reasonably be considered to create an interference with school purposes or an educational function.

6.3.2 Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.

7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parents/guardians.
9. Removal from classroom.
10. In-School Structured Program for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, provided the student’s parent/guardian have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

Corporal punishment shall 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.

6.3.3 Weapons

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent’s determination, on a case-by-case basis. A “weapon” means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (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 as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

6.3.4 Notices

6.3.4.1 Required Notices

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

6.3.4.2 Notices to Parents

Parents/guardians will be informed of their child's behavioral conduct that requires a detention, In-School Structured Program, suspension, or other sufficiently severe discipline. Detention notices will be sent by mail unless the office is requested to send the notices by email for quicker delivery. In the case of student conduct requiring In-School Structured Program, suspension or other sufficiently severe discipline, parents/guardians will be notified by phone unless otherwise arranged with the office.

Student aggressive behaviors that may not immediately lead to formal disciplinary action may be reported to parents, especially among young children, as a method of early intervention.

6.3.5 Delegation of Authority

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

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10

consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons. The School Board may expel a student for a period not to exceed two years.

6.3.6 In-School Structured Program Procedures

The purpose of the In-School Structured Program (ISSP) is to provide an intermediate educational and disciplinary alternative to the regular classroom. The following are procedures for the ISSP.

1. School administration shall assign students to the program. Before assignment to the ISSP, the student shall be provided a conference during which the reasons will be explained.
2. Any assignment to the ISSP shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the assignment to the ISSP shall state the reasons for the assignment to the ISSP. A copy of a notice shall be given to the Board of Education.
3. Students assigned to the ISSP will be required to do all assignments as provided by the classroom teacher. Other assignments may be given if necessary. Work is to be completed as directed by the classroom teacher and in the time frame required.
4. Work completed on-time in the ISSP will be graded and eligible for full credit based on the quality of the work.
5. A student may not attend school activities during the time assigned to the ISSP. A student is considered to have completed an assignment to the ISSP upon completion of the last day assigned to the ISSP.
6. It is the responsibility of the student to comply with all ISSP procedures.
7. A student failing to complete the ISSP satisfactorily may incur additional consequences, including additional time spent in the ISSP or out-of-school suspension.

6.3.7 Suspension Procedures

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing the following are expulsion procedures:

6.3.8 Expulsion Procedures

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and other evidence and cross examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate

6.3.9 Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

6.4 Preventing Bullying, Intimidation & Harassment

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 a 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 has 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, In-School Structured Program, 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.

Nondiscrimination Coordinator:

Mr. Dan Oakley, Superintendent/Elementary Principal
320 East Wood Street
Avon, IL
309-465-3708

Complaint Managers:

Mrs. Tina Stier, 6-12 Principal
320 East Wood Street
Avon, IL
309-465-3621

Ms. Tami Hains, Guidance Counselor
320 East Wood Street
Avon, IL
309-465-3621

6.4.1 Olweus Anti-Bullying Prevention Program

The Avon school district has adopted the Olweus Anti-Bullying Prevention Program as a proactive measure to be a preventative measure, responsive to changing norms and restructuring the school setting. The Olweus program requires systematic efforts by all school personnel over a long period of time. The elementary building has adopted rules and the slogan "Take a Stand...Lend a Hand!"

The rules and the slogan are posted in all areas of our school, including busses, restrooms, the lunchroom, classrooms, library, art room, music room, etc. When bullying occurs, the behaviors are recorded and tracked in an effort to stem the behaviors.

6.5 Search and Seizure

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

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

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

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

6.5.2 Students

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

When feasible, the search should be conducted as follows:

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

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

6.5.3 Seizure of Property

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

6.6 Cellular Phones (Building Rules)

Students may bring cellular phones to school. Phones are to be kept in the student's locked locker and are not to be carried, turned on or used during the school day (8:15 am – 3:05 pm). Failure to follow this rule will result in the confiscation of the cell phone, followed by the steps in the progressive discipline policy (see Section 6.3.2, Disciplinary Measures).

Section 6 Cross-References:

Board Policy 2:260, *Uniform Grievance Procedure*

Board Policy 7:20, *Harassment of Students Prohibited*

Board Policy 7:10, *Search and Seizure*

Board Policy 7:160, *Student Appearance*

Board Policy 7:180, *Preventing Bullying, Intimidation, and Harassment*
Board Policy 7:190, *Student Discipline*

Section 7 Attendance and Truancy

7.1 Attendance

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.

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

7.2 Rational for Attendance

Whenever students are absent, they miss valuable information and opportunities. The missed educational opportunity can never be entirely made up. It is the feeling of the Board of Education, administration, and teaching staff that students should not be absent unless it is absolutely necessary.

7.3 School Day

School will begin at 8:15 a.m. and end at 3:05 p.m. unless otherwise announced. The expectation is that every student is to be in his/her class on time and prepared to work.

7.4 Procedures for an Absence

For each student absence from school the student and/or the parent/guardian has the following responsibilities: The parent/guardian of an ill student is to call the office to confirm the absence by 10:00 a.m. The office will call any parents/guardians who have not notified the office prior to 10:00 a.m. This could mean a phone call to one's place of business/employment. The student has the responsibility to sign in with the office following their return to school. In those rare cases where telephone confirmation has not taken place, it is the responsibility of the student to present a written note from the parent/guardian. A student who is absent related to an appointment with a doctor, physician's assistant, chiropractor, dentist, clinic, hospital, or other medical personnel, or to a court appearance must deliver to the office an appointment card or other written documentation of the appointment or appearance.

Each student will be allowed ten (10) excused/unexcused absences a year. On the eleventh (11th) absence and beyond the student will be required to bring in a doctor's excuse for the absence to be excused. The administration will also have the discretion to excuse absences beyond the eleventh (11th) absence. If a student has a medical condition, which is documented by a doctor, he/she will be given days as needed.

7.5 Excused Absences/Absent with Valid Cause

A student whose absence is excused will be deemed as having been absent with valid cause. (See Section 7.12, Truancy)

Excused absences include:

1. *Illness of the student* – A student absent five (5) or more consecutive days will be required to provide a doctor's explanation of the absence. The District reserves the right to request a doctor's excuse from any and all students absent more than five (5) cumulative days in a quarter.
2. *Death in the immediate family*
3. *Medical appointment* – Includes necessary appointments with a doctor, physician's assistant, chiropractor, dentist, clinic, hospital, or other medical personnel.
4. *Pre-arranged absences* – There are times when families have planned to be out of town or have been called out of town. In those cases, a pre-arranged absence must be obtained and approved. To pre-arrange an absence:
 - A letter from the parent/guardian must be brought to the office five (5) days prior to the absence.
 - The Principal will approve/disapprove the absence, and will provide the classroom teacher(s) with notice of the impending absence.
 - In grades 4-5, the student will be required to take a pre-arranged absence form to each teacher of classes that will be affected or missed.
 - All work missed during the absence is due the first day the student returns to class unless otherwise arranged with the classroom teacher.
 - A student will be allowed one full day for deer hunting per school year. The student must be in good standing [no In-School Structured Program assignments or suspensions] and not on the D/F list. The student must also present his/her deer permit to the office.
5. *Religious Holiday* – (See Section 2.30, Release tie for Religious Instruction & Observance)
6. *Court Appearance* – Notice of the court appearance should be provided to the school as soon as practicable. The school will make a copy of the court order for the student's file. All other aspects of the absence will be handled as with any other pre-arranged absence.
7. *Emergency or other as approved by the Principal*

7.6 Unexcused Absences/Absent without Valid Cause

A student whose absence is unexcused will be deemed as having been absent without valid cause. (See Section 7.12, Truancy)

Unexcused absences are those absences for which the school has no authorization as outlined above or approval has not been granted. A student who is absent The consequence for an unexcused absence is the loss of credit for work missed that day or any work due on the day of the absence.

(See Section 7.12, Truancy)

7.7 Tardy

Elementary students are expected to be prompt in attendance at school. Being tardy is defined as being late to school or to class. Students late for class will be disciplined under the teacher's classroom rules. Students late for school must sign in at the Elementary office and obtain an admit slip.

Disciplinary action for student tardiness to school is at the discretion of the principal depending on number of minutes late to school, attendance patterns, and the age of the student. Consequences may include loss of privileges or a detention, and students with a pattern of tardiness may be subject to further consequences, including progressive discipline or referral to the Regional Office of Education's Truancy Officer (see Section 6.3.2, Disciplinary Measures, and Section 7.12, Truancy).

7.8 Leaving School Early or Having Pick-Up Change at Day's End

A student may leave early from school if the departure has been pre-arranged through a note or phone call from the parent/guardian, the parent/guardian personally signs the student out, or a doctor's appointment card has been presented to the office. A student may not leave with a noncustodial parent or adult without the parent/guardian authorizing the time and nature of the departure to a school official. An adult may be required to produce identification before a student is permitted to leave with the individual.

7.9 Make-Up Work

Students have assignment books and know what is due. Therefore assignments due the day of the absence are *due the day the student returns* or as arranged with the classroom teacher. Absences of more than one day require individual arrangements with the instructor. *Long term assignments are due as assigned.*

7.10 Hospital Stays

When a student has been hospitalized, a medical authorization to return to school must be provided to the school before a student can be readmitted to class.

7.11 Release Time for Religious Instruction & Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

7.12 Truancy

7.12.1 Truancy and Consequences

A student is considered truant when the student is absent from school without valid cause. A student is considered to be chronically truant when the student is absent without valid cause for 10% or more of the previous 180 attendance days. Students who are chronic truants will be referred to the Regional Office of Education's Truancy Officer.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

7.12.2 Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with The School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A process to telephone, within two (2) hours after the first class, the parents/guardians of students in grade eight (8) or below who are absent without prior parent/guardian notification.
3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in The School Code, Section 26-2a.
4. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.
5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
6. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
7. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
8. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
9. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or

family hardship and such other criteria that the Superintendent believes qualifies.

When a pattern of unexcused absences is present, but the student has not yet been determined to be chronically truant, the building principal may also make a home visit on subsequent days of unexcused absences in order to encourage the student to attend school. Such visits are at the discretion of the building principal, based on parental communications and the age of the child.

Further questions regarding implementation and enforcement of the state of Illinois' truancy program may be addressed to the Fulton County Regional Office of Education, 309-518-8029.

7.13 Home and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services shall begin as soon as eligibility is established. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Periodic conferences will be held between appropriate school personnel, parent/guardian, and hospital staff to coordinate course work and facilitate a student's return to school.

Section 7 Cross References:

PRESS 6:150, *Home and Hospital Instruction*

Board Policy 7:70, *Attendance and Truancy*

Board Policy 7:80, *Release Time for Religious Instruction/Observation*

Section 8 School Breakfast and Lunch Program and Procedures

8.1 School Breakfast and Lunch Program

8.1.1 Breakfast Program

Avon Community Unit School District 176 offers a Type A breakfast program every school day. Breakfast is served from 7:45 am to 8:00 am in the Avon Elementary School all-purpose room.

Free or reduced price meals are available for qualifying students. More information about free and reduced lunches is available below. For an application, contact the building principal's office.

8.1.2 Lunch Program

Avon Community Unit School District 176 offers a Type A lunch program every school day, unless school will be dismissed at 11:30 am or earlier that day. Lunch is served in the Avon Elementary School all-purpose room.

The lunch program at Avon Community Unit School District 176 is a closed program. This means that students may not leave campus over the lunch hour, except by procedures outlined elsewhere in this handbook.

Students not wishing to purchase a school meal may bring a sack lunch to be eaten in the cafeteria.

8.2 School Breakfast and Lunch Program Costs and Accounting Procedures

8.2.1 Breakfast, Lunch and Milk Prices

Breakfast				
	K-5	\$0.90	Adult	\$0.90
Lunch				
	K-5	\$1.60	Adult	\$2.10
Milk				
	K-5	\$0.30		

8.2.2 Free and Reduced Lunches

8.2.2.1 Responsible Party

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy.

8.2.2.2 Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

8.2.2.3 Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service, (2) the application process, and (3) other information required by federal law. The Superintendent shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

8.2.2.4 Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

8.2.2.5 Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

8.2.3 Lunch Accounting Program and Procedures

The District uses a computerized lunch accounting program. Each individual is provided an account. Accounts are to be paid in advance through the school office. The costs for breakfast, lunch, and snack milk are then deducted from the account as the child uses the services. There is no payment at the point of sale.

Snack milk may not be charged – it must be paid in advance.

8.2.4 Failure to Pay

Statements are sent home weekly on Wednesdays with the student. Elementary students may charge up to \$10 on his/her lunch account. If a child has reached the charge limit, an alternate lunch or breakfast will be served. No child will be permitted to go hungry. An alternate lunch consists of a sandwich and milk. An alternate breakfast consists of two slices of toast and milk.

8.3 Cafeteria Guidelines/Expectations

8.3.1 Student Behavioral Expectations in the Cafeteria

The cafeteria is a place for each of us to enjoy a good meal and good company. Students are to:

1. Students shall be seated as directed by cafeteria personnel.
2. Students should speak with an “inside” voice. Loud talking, yelling, and disruptive behavior is prohibited.
3. Students are to maintain standards of cleanliness and good manners. The throwing of food or other items, or playing with condiment or other containers during breakfast or lunch is prohibited.
4. Students are to direct attention to their own breakfasts/lunches. Students shall not trade or give food to others.
5. Students are to line up in an orderly and quiet fashion when going to lunch and when leaving the lunchroom.
6. Students are to follow the instructions of cafeteria personnel and show proper respect toward all cafeteria personnel.

Failure to comply with these expectations will result in disciplinary action according to the school’s disciplinary procedures.

8.3.2 Parents/Guardians Welcome

A parent/guardian is welcome to eat lunch with his/her child. We ask that the parent/guardian call the office by 9:30 am the morning of the visit so that the cooks can have an accurate count.

Section 8 Cross References:

Board Policy 4:120, *Food Services*

Board Policy 4:130, *Free and Reduced-Price Food Services*

Section 9 Fees, Fines and Charges

9.1 Student Fees

The school establishes fees and charges to fund certain school activities, including book fees and a technology fee for personal headphones. The payment of these fees is expected in August for the current school year.

The district has set the following fees for the 2011-2012 school year for elementary school children:

Book fees (K-5) - \$55

Technology fee (K-5) - \$5

9.2 Waiver of Student Fees

Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 320 East Wood Street, Avon, Illinois – 309-465-3851.

The application for fee waiver is available in Section 13 of this handbook.

9.3 Student Fines and Charges

Students are responsible for the proper care and/or return of all materials provided or loaned by the school. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Costs will be assessed based on the replacement cost of the materials damaged or lost.

9.4 Structured Payment Schedule

In cases in which a fee waiver is not applicable, the parent/guardian may request to establish a payment schedule from the superintendent's office to address fee payments in a structured method.

9.5 Non-Payment of Fees

In cases in which fees due to the school are not paid, the school reserves the right to:

1. Withhold report cards; and
2. Disallow attendance at
 - a. Non-educational field trips; and
 - b. Non-educational assemblies

Section 9 Cross References:

Board Policy 4:110, Transportation

Board Policy 4:140, Waiver of Student Fees

Board Procedure 4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees

Board Procedure 4:140-E1, Application for Fee Waivers

Board Procedure 4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal

Section 10 Student Records and Privacy

10.1 Student Privacy Protections

10.1.1 Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

10.1.2 Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

10.1.3 Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

10.2 Student Records

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses “directory” type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents’ names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

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

10.3 Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student’s parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Section 10 Cross-References:

Board Policy Manual 7:15, *Student and Family Privacy Rights*

Board Procedure 7:15-E, *Notification to Parents of Family Privacy Rights*

Board Policy Manual 7:340, *Student Records*

Section 11 Parental Rights Notifications

11.1 Teacher Qualifications

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

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

11.2 Standardized Testing

Students and parents/guardians should be aware that students in grades 3, 4, and 5 will take the state-required ISAT standardized tests in February/March. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

11.3 Homeless Child's Right to Education

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

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

Assistance and support for homeless families includes:

Educational organizations and schools:

Avon Community Unit School District #176
320 East Wood Street
Avon, IL 61415
309-465-3708

Local service organizations (Goodwill, Salvation Army, etc.):

Goodwill Galesburg Store
1338 N Henderson St
Galesburg, IL 61401
Phone: (309) 344-4717

Goodwill Canton Store
109 N Main St
Canton, IL 61520
Phone: (309) 647-8328

Salvation Army
505 N Randolph St
Macomb, IL 61455
309-837-4824

Salvation Army
510 N Kellog
Galesburg, IL
309-342-9168

Salvation Army
176 S First Avenue
Canton, IL
309-647-0732

Family shelters:

Fulton County Health Department
700 East Oak Street
Canton, IL 61520
309-647-1134

Carver C.A.A. Transitional Housing
Galesburg, IL 61402-0028

Western Illinois Regional Council – CAA
223 South Randolph
Macomb, IL 61455
309-837-3941

Galesburg Rescue Mission
435 East Third Street
Galesburg, IL 61402-0591
309-343-4151

Medical services:

Galesburg Cottage Hospital
695 N Kellogg St.
Galesburg, IL 61401
309-343-8131

OSF St. Mary Medical Center
3333 N Seminary Street
Galesburg, IL 61401
309-344-3161

McDonough District Hospital
525 E Grant St
Macomb, IL 61455
309-833-4101

Graham Hospital
210 W Walnut St
Canton, IL 61520
309-647-5240

11.4 Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including In-School Structured Program, suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

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

11.5 Parental Involvement (Title I)

The school annually has a meeting for all Parents/Guardians, which takes place on Monday, August 22, 2011 at 6:30 pm, at the Avon Elementary School all-purpose room.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians may wish to become involved include:

Parent Teacher Association

The school provides Parents/Guardians with access to:

1. school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
4. timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Dan Oakley, Superintendent/Elementary Principal at 309-465-3708 or doakley@avonschools.us.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Dan Oakley, Superintendent/Elementary Principal at 309-465-3708 or doakley@avonschools.us.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

11.6 English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact Dan Oakley at doakley@avonschools.us or 309-465-3708.

11.7 School Visitation Rights

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

11.8 Pesticide Application Notice

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

Superintendent's Office	309-465-3708
Elementary Office	309-465-3851

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

11.9 Mandated Reporters

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

11.10 Sex Offender Notification Law

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

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

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

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

11.11 Violent Offender Community 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/>.

Section 11 Cross-References:

Board Procedure 4:160-AP, *Environmental Quality of Buildings and Grounds*

Board Procedure 4:170-AP2, *Criminal Offender Notification Laws*

Board Procedure 4:170-E6, *Informing Parents About Offender Community Notification Laws*

Board Policy Manual 5:90, *Abused and Neglected Child Reporting*
Board Policy Manual 5:190, *Teacher Qualifications*
Board Procedure 5:190-E1, *Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*
Board Procedure 6:60-AP, *Comprehensive Health Education Program*
Board Procedure 6:60-E, *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*
Board Policy Manual 6:140, *Education of Homeless Children*
Board Procedure 6:140-AP, *Education of Homeless Children*
Board Policy Manual 6:160, *English Language Learners*
Board Policy Manual 6:170, *Title I Programs*
Board Policy Manual 6:340, *Student Testing and Assessment Programs*
Board Procedure 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*
Board Procedure 8:95-E2, *Verification of School Visitation*

Section 12 Transportation and Parking

12.1 Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A student is to be picked up and dropped off at his/her individual home, except in certain cases of inclement weather. In those cases, the student may be picked up or dropped off at a designated common location. Parents/guardians will be notified as soon as practicable when it is necessary to use the common location.

A student is not permitted to ride a bus other than the bus to which he/she is assigned, or to be dropped off at a location other than his/her regular drop-off location. Exceptions must be approved in advance by the building principal.

12.2 Bus Behavioral Expectations and Discipline

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

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.

9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.

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.

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

For questions regarding school transportation issues, contact the building principal or the superintendent's office.

12.3 Parking at School

The school has three (3) locations available for school visitor parking. Visitors to the school are to use these parking spaces. Vehicles **MAY NOT** be parked or located in bus lanes or fire lanes at **ANY TIME**. Bus lanes and fire lanes are clearly marked. Vehicles parked in these locations may be ticketed and/or towed.

12.3.1 Dropping Off/Picking Up Students

The elementary school parking lot has limited space in which to drop off and pick up students. To help ensure a minimum of difficulties, please observe the following protocols in the parking lot.

12.3.1.1 Morning Drop Off

Students are to be dropped off after 7:45 am unless the student has made prior arrangements with a teacher. Prior to that time, no staff members are available to provide for or to ensure the safety of students.

Pre-Kindergarten students should be brought into the building through the east doors. Parents/guardians of pre-kindergarten students and those parents/guardians with business in the school building, should, if possible, park the vehicle in a parking slot while escorting his/her child into the building or conducting necessary business, as the school busses must use the parking lane to drop off children.

All other students should be dropped off in the parking lot area between the two school buildings.

12.3.1.2 Afternoon Pick Up

Busses do not use the elementary driveway for after school pickups; however, a large number of parents use the driveway for student pickup, necessitating good procedures for afternoon pickup.

8. Those picking up students may pull into open parking spots or line up single-file along the curb.
9. By law, handicapped permit parking spaces are to be left open for use by those with handicapped parking permits.
10. Visitor parking spots should be left vacant, if possible, for guests or those with business in the building.
11. Those parking in the west end of the lot may exit through the west end of the lot; however, those parking in the east end of the lot should exit through the mid-way exit to alleviate congestion.
12. Always follow the directions of the crosswalk guard either entering or leaving the parking lot.

Section 12 Cross References:

PRESS 4:110, *Transportation*

PRESS 7:220, *Bus Conduct*

PRESS 4:170-AP3, *School Bus Safety Rules*

PRESS 7:220, *Bus Conduct*

PRESS 7:220-AP, *Electronic Recordings on School Buses*

Section 13 Internet, Technology and Publications

13.1 Access to Electronic Networks

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

13.1.1 Terms and Conditions

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in messages to others.

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

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

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

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

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

- b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic Mail - The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

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

13.1.2 Internet Safety

Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

13.2 Non-School Sponsored Publications/Websites

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

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

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

Section 13 Cross References:

Board Policy Manual 6:235, *Access to Electronic Networks*

Board Procedure 6.235-AP, *Acceptable Use of Electronic Networks*

Board Policy Manual 7:310, *Restrictions on Publications and Written or Electronic Material*

Section 14 Miscellaneous

14.1 Communication and Chain of Command

14.1.1 Communications

Communication between parents and the staff at Avon Elementary School is a two-way street. Staff members will communicate with parents in a number of forms, and the staff encourages communications from parents.

Avon Elementary School encourages parents to communicate frequently with their child's teacher(s) regarding questions or concerns. A parent may contact a staff member or building administrator by:

1. Phone – It is most likely that a message will be taken by the office secretary and the call will be returned at the earliest convenience.
2. Email – Staff members and administrators are encouraged to return email by no later than the next school day.
3. Letter/Note – The staff member or administrator are encouraged to respond to the letter or note within one school day after receipt.

Teachers and administrators often send communications home in student book bags. Please check your child's book bag each night for any communications that might have been sent home that day. Communications may also be made via telephone, email, or letter, depending in part on the subject and urgency of the communication.

14.1.2 Chain of Command

Parents are to pursue concerns and questions at the level at which the issue at question or concern was initiated. If a parent has a concern with an issue in his/her child's classroom, the teacher should be addressed first, not the principal, superintendent, or a board member. Further steps may be pursued if the parent is not satisfied or the problem is not resolved at the level initiated.

14.2 Conferences

A parent should not hesitate to ask for a conference with his/her child's teacher(s) as the parent finds it necessary. Students are encouraged to talk over their questions/concerns with their teacher or principal. Should a parent wish to have a conference with his/her child's teacher(s), we would ask the following procedures be followed:

- Send a note with your child requesting a conference. The teacher can then phone you at the number you provide or send a note home with the child.
- Telephone the office (465-3851) and share with the secretary your desire for a conference.
- The secretary will relay your message, and the teacher will contact you at the number you provide either during his/her preparation time or after school.
- If a phone contact cannot be made, the teacher will send a note with the student.

Parent/teacher conferences are regularly scheduled each fall. Information regarding the conferences will be sent home with students and will be announced in the school's newsletter.

14.3 Crosswalk Safety

When walking to school observe the following guidelines:

- Always obey the crossing guard.
- Walkers may cross Woods Street only at the marked crosswalk in front of the school
- Bicycle riders must also use the crosswalk in front of the school. They must walk their bikes across the street and park them in the bike rack in front of the building.

14.4 Insurance

Parents/guardians are encouraged, but not required, to carry health/accident insurance on their school-age children. For more information on the school-retained insurance provider, contact the school office.

14.5 Library

The library, also referred to as the Learning Center, is available to all students as directed by school staff. Students may not go to the library without a pass from a staff member.

14.6 Lockers

Each child is provided a locker in which to hang his/her outerwear, store boots, lunch boxes, and book bags. Periodic locker checks may take place. A student's locker may also be searched by a school official at any time there is reasonable cause to believe illegal or stolen goods; or other dangerous items may be present (see Section 6.5).

Items should not be stuck on the outsides of lockers without specific permission.

14.7 Media Publications

Avon Community Unit School District 176 occasionally uses student work, video, photographs, or other electronic media for the purpose of informing the public of educational opportunities or activities occurring at Avon. Use of such material requires parent permission. No identifying information other than student grade/class and name will be provided in such presentations.

Local news media often use student names when printing pictures of awards or special occasions.

14.8 Medicaid Claims

Avon CUSD #176 is a "Health Care Service Provider" with the Illinois Department of Public Aid/Medicaid. Medicaid reimbursement is a source of federal funds approved by congress to help school districts maintain and improve special education services.

Therapy and diagnostic services provided to your child (you) are partially reimbursable. Unless you object in writing, Avon CUSD #176/West Central Illinois Special Education Coop will claim Medicaid/Kid Care reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future.

Please contact the principal's office if you do object to the release of information related to Medicaid claims for your child.

14.9 Order of Protection

The school must have a copy of any court-written order of protection or restrictive divorce settlement on file in order to enforce it. The school cannot enforce such an order based on a verbal request.

14.10 Outdoor Recess

All of our children are expected to go to recess. Children stay inside only under the following conditions:

- Inclement weather or a wind chill of 20 degree or less.
- Disciplinary reasons
- A request by the teacher to complete an assignment
- Illness: A daily note from home is required. A doctor's note is required for a child to be excused from recess for more than 5 consecutive days.

It is the responsibility of the parent and student to dress appropriately for the weather.

14.11 Procedural Items

14.11.1 Animals on School Grounds

For safety reasons, no animals will be permitted on school property without prior permission of the principal.

14.11.2 Building Use

Students are not to be in the building before 7:45 am unless under the supervision of an instructor. Students are to be out of the building by 3:20 pm unless under the supervision of an instructor.

Regular office hours for Avon Elementary School are 7:30 am to 3:30 pm.
Regular office hours for the superintendent's office are 8:00 am to 4:00 pm.

14.12 School Cancellations

There are times that school must be cancelled due to inclement weather or other concerns in order to ensure the safety of student. Parents who are signed up will be notified by Global Connect at the telephone numbers provided.

The following television and radio stations will be notified:

Television	Radio
Channel 25, Peoria	WSLR, FM 92.7
Channel 31, Peoria	WRAM, AM 1330
Channel 6, Quad Cities	WJEQ, FM 103
Channel 8, Quad Cities	WAAG, FM 95
	WMOI, FM 97.7

14.13 School Zones, Hallways, and Cell Phones

Parents are reminded that the state of Illinois has specific rules that govern the use of cell phones in school zones. Cell phones may not be used in school zones except under very exact circumstances as outlined in the law. This includes the use of cell phones in a moving vehicle on a school parking lot.

The school administration also asks, as a courtesy, that parents and other visitors refrain from using cell phones in the school during the school day unless absolutely necessary to avoid disrupting classes and activities. Thank you for cooperation with this request.

14.14 Selling Merchandise/Fund Raising on School Property

Avon Community Unit School District 176 discourages any form of extracurricular fund raising unless expressly permitted by the Superintendent or the Board of Education. In those rare instances in which a fundraiser is needed, the activity sponsor will confer with the principal.

Avon Elementary School also discourages non-school fundraising activities or solicitation on school property during the school day or at school events.

Cross Reference:

Board Policy Manual, *7:325 Student Fund-Raising Activities*

14.15 Specific Teacher Request

Avon Elementary School does not honor parent or student requests for a particular teacher. In the event that there is more than one section in a grade level, students will be chosen based on a number of factors, including but not limited to: gender parity, size equity, special populations ratios, and teacher recommendation.

14.16 Student Birthdays

Students may bring birthday treats for his/her class; however, the classroom teacher must be notified in advance in order to properly schedule at what time of day the celebration will be held in order to limit classroom academic disruption.

Parents are advised to contact the teacher for guidance on acceptable treats due to student dietary and health restrictions. For example, if the class contains students who are allergic to peanut butter, treats with peanut butter would not be acceptable. Depending on existing health conditions in the classroom, the teacher may request full disclosure of ingredients prior to allowing the treats to be brought into the classroom.

Gum should not be brought as a treat.

Invitations to private birthday or other parties should not be brought to school for distribution in the classroom.

14.17 Telephone Use

Student use of school telephones is strongly discouraged during the school day. Students and parents are encouraged to make arrangements prior to the student arriving at school. Students will generally be denied requests to call a parent for something that the student or parent has forgotten, such as an assignment or clothes for recess. If the child's teacher determines that the child's request is an emergency, such as a forgotten medical inhaler, the teacher will give the child a pass to the office. The office secretary will assist the student in making the call.

Telephones located in the classroom are not to be used for student telephone calls unless in the case of an emergency.

14.18 Transferring to Another School

A parent/guardian who is transferring one or more students out of the Avon school district should notify the office in order to help smooth the process. The office will be able to gather materials in advance in preparation for the transfer request from the student's new school.

The student will be responsible for any outstanding debt to the Avon school district, and is required to return all school-owned property prior to transferring.

Cross Reference

Board Policy Manual, *7:50 School Admissions and Student Transfers To and From Non-District Schools*

14.19 Visitors on School Property

14.19.1 Visitor Procedures

Visitors to Avon Elementary School during the school day must sign in at the office and wear a visitor's pass while present in the building. School staff will challenge non-school personnel who are present without the pass.

14.19.2 Visitor Conduct

Visitor presence in the school must not be disruptive to the school environment. Visitors are expected to maintain respect, civility and orderly conduct on school property. Anyone violating these tenets and board policy 8:30 will be subject to removal from school grounds and may be barred from school property.

14.19.3 Use of Tobacco, Alcohol or Drugs

By state law, all school properties in the state of Illinois are tobacco, alcohol and drug-free zones. This law is in effect at all times, regardless of student presence on school grounds.

14.19.4 Accommodating Individuals with Disabilities

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

Cross Reference

Board Policy Manual, *8:30 Visitors to and Conduct on School Property*

Board Policy Manual, *8:70 Accommodating Individuals with Disabilities*