

Hinckley – Big Rock Elementary School Parent/Student Handbook 2019-20



Ms. Julie Melnyk
Principal

Mrs. Mary Guilinger
Secretary

Ms. Ashley Hughes
Secretary

600 East Lincoln Highway
Hinckley, IL 60520
815-286-3400

Forward

The HBR Elementary Staff welcomes new and returning students to the 2019-20 school year. We are happy to have you as a student or as a parent within the Hinckley – Big Rock School District. As a student, we hope you enjoy and benefit from the many school experiences that you will encounter while attending Hinckley – Big Rock Elementary School. As a parent, we wish to work together with you in order to make the building a place of enjoyment for your children, while providing the best possible educational learning opportunities for all students.

The basic purpose of this handbook is to provide students and parents with information about school procedures and policies presently followed in the school. Please read this handbook carefully and become familiar with its contents. No handbook is all-inclusive; additions, deletions, and/or revisions may be needed during the school year. Revisions and amendments to the handbook will be announced to the students and sent home for the parents. Please contact the school office if you have any questions, concerns, and/or recommendations for improving this handbook.

Both students and parents need to sign the acknowledgement form on the last 2 pages and return them to the school. This will verify that you and your child are familiar with the Hinckley-Big Rock Elementary School rules and procedures.

The educational program is dependent upon a strong partnership involving the staff, students and parents. Parents and teachers can work together in obtaining a partnership that provides the best cooperative educational program for our students. Parent support and participation in the educational program is greatly needed and appreciated. Our goal is that students and their families experience an enjoyable and educational association with HBR Elementary School. Once again, we are happy to welcome you to Hinckley-Big Rock Elementary School and may this year be both enjoyable and academically rewarding to you.

Disclaimer

Rules established in the Student Handbook and Code of Conduct are not intended to create contractual or other rights between the student and the District. The handbook and code of conduct are intended to describe the school and its current practices, procedures, rules and regulations. It is subject to board policy which may be modified.

Handbook Changes

The information included in this handbook is subject to change by action of the faculty, administration, and/or Board of Education. Announcement of changes may be made through written communication.

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General School Information (Ref. 1.30)

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 through the District's website <https://www.hbr429.org/Domain/61> or at the Board office, located at:

**Hinckley-Big Rock
Community Unit School District #429
700 East Lincoln Highway
Hinckley, Illinois 60520
Phone: 815-286-7578
Fax: 815-286-7577**

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

**Eric Wackerlin, President
Tim Badal, Vice-President
Tom Mullis, Secretary
Jennifer O'Donnell, Member
Melissa Oeters, Member
Bryan Hanacek, Member
Joan Umamo, Member**

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

**Travis McGuire, Superintendent
Jay Brickman, HS Principal
Brandon Kriesch, Assistant HS Principal
Jeff Strouss, MS Principal
Julie Melnyk, ES Principal
Jessica Sonntag, Director of Special Education
Kimberly Halverson, Athletic Director**

The school is located and may be contacted at:

**Hinckley - Big Rock Elementary School
600 West Lincoln Highway
Hinckley, IL 60520
815-286-3400**

School Hours

Early childhood	M, T, W, Th, F (morning session)	8:30 a.m. – 11:00 a.m.
	M, T, Th, F (afternoon session)	12:00 noon – 3:00 p.m.
Grades K-5th		8:25 a.m. – 3:00 p.m.

Bus times

Big Rock Bus Riders	3:00 p.m.
Hinckley Walkers & Car Riders	3:00 p.m.
Hinckley Bus Riders	3:15 p.m.

Lunch Periods

Kindergarten/1 st /2 nd Grade	11:20 a.m. – 11:40 a.m.
3 rd /4 th /5 th Grade	12:00 a.m. - 12:20 p.m.

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Arrival/Departure Times and Procedures

Early Childhood Students

Morning

Parents are to bring their child to the front of the building (on Route 30) in the circle drive by 8:25 a.m. Early childhood staff will be out to receive the students at this time. Any parent wishing to come into the building with their child needs to park in the west parking lot, walk their child to the main entrance, and register with the school secretary.

Afternoon

Parents are to bring their child to the front of the building (on Route 30) in the circle drive at 12:00 noon. Early childhood staff will be out to receive the students at this time. Any parent wishing to come into the building with their child needs to park in the west parking lot, walk their child to the main entrance, register with the school secretary and sign in with the school secretary.

K-5 Students

Arrival/Departure

Students may begin arriving at school at 8:10 a.m. All students are expected to be in their classroom at 8:30 a.m. in the morning. Students that arrive after 8:30 a.m. are considered tardy and must check in at the office upon arrival.

Upon arrival in the morning to school, students in grades 1st through 3rd should report immediately to the cafeteria. Students in grades 4th and 5th should report to the gym.

Kindergarten students should report to the music classroom. Upon departure, students in grades 4th and 5th that are being picked up should depart the school through the west doors. Students in Grades Pre-K through 3rd will depart and be picked up through the Circle Drive doors found near the first grade classrooms. All students who ride their bikes to and from school should enter and depart from the circle drive doors as well. All bikes are to be parked in the bike racks upon arrival at school. Bikes are to remain in the bike racks until dismissal time. Bike riders are to walk their bikes to and from the crossing guard's station and bike rack. Skate boarders are to

carry their skate boards to and from the crossing guard's station and the school. Bikers and walkers are not to use the roadway that runs through the cement factory area.

Pick Up/Drop Off Procedures for K-5

Parents transporting students to and/or from school are reminded that the driveway to the east parking lot (by the crossing guard's location) and the bus driveway (located directly in front of the school) are not to be used for dropping off or picking them up between 8:00 and 8:30 a.m. and 2:45 and 3:20 p.m. (For exception see the early childhood section above.) Primary students will be dropped off and picked up in the back of the school in the circle drive. 4th and 5th grade students can be dropped off and picked up by the west door. There will be two lanes of traffic, one of which is the drop off/pick up lane. **Parents will exit through the park.** Parents are not to use the east parking lot by the Kindergarten/Early Childhood door. In addition, cars are not allowed in the east driveway between 2:45 and 3:15 p.m.

Special Reminders

- Students must **enter** and **exit** vehicles from the passenger side **only** next to the curb.
- Please refrain from using your cell phone when picking up students for dismissal.
- If you are picking your child up prior to the end of the day for some special reason, appointment, etc., you must sign your child out in the office.
- Smoking is prohibited on all school property. This includes inside vehicles waiting for student dismissal.
- Please notify school in advance by use of Pick Up Patrol, if there is to be a change in the transporting of your child. **If no notification is received, your child will follow his/her regular method of getting home such as the school bus.**

Visitors (Ref. 1.40)

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to submit a driver's license or other form of identity. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Equal Opportunity and Sex Equity (Ref. 1.50)

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Travis McGuire, Superintendent.

Animals on School Property (Ref. 1.60)

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Volunteers (Ref. 1.70)

Regular volunteers must have information on file with the office and are subject to a fingerprint and background check to be conducted at the Regional Office of Education. Please see the building principal for more information. Volunteers will register in the office and wear a volunteer badge while in the school. Volunteers will be assigned tasks for completion by a staff member or PTO Board Member. Volunteers may not always be assigned to their own child's classroom. Volunteers are reminded that unassigned engagement and communication with students while conducting volunteer business can disrupt the learning environment and should be avoided.

Invitations & Gifts (Ref. 1.80)

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

Treats & Snacks [K-8] (Ref. 1.85)

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

A designated snack time will be scheduled in each classroom. Water is allowed in the classroom during this time. Extra birthday treats will be sent to the office to be placed in the staff lounge. Parents wishing to have extra treats sent home will need to send communication to the child's teacher for that change.

Emergency School Closings (Ref. 1.90)

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 7 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Video & Audio Monitoring Systems (Ref. 1.100)

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

Accommodating Individuals with Disabilities (Ref. 1.110)

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.

Students with Food Allergies (Ref. 1.120)

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

If your child has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (815) 286-3410.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan

will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

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

Additional communication of labels and other food information will be provided for parents for schoolwide distribution of food and treat incentives.

Care of Students with Diabetes (Ref. 1.130)

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

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

For further information, please contact the Building Principal.

Suicide and Depression Awareness and Prevention (Ref. 1.140)

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Attendance (Ref. 2.10)

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

from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Student Absences (Ref. 2.20)

The School Board believes that attendance is a key factor in student achievement and success in education. The responsibility for regular student attendance is the responsibility of the parents/guardians and the student.

There are two types of absences: excused and unexcused. Excused absences include but are not limited to:

1. Personal illness
2. Medical appointments
3. Observation of religious holidays or events
4. Bereavement
5. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
6. Written requests approved in advance by the administration

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 815-286-3401 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Students must be in attendance for at least ½ day of school AND have a valid excuse, as communicated by their parent/guardian, in order to participate in or attend extra-curricular activities that day. Exceptions may be made only with prior administrative approval.

The school district discourages parents or guardians from taking vacations during periods when school is in session. Such vacations may disrupt the continuity of a student's learning and result in academic problems. Parents requesting vacation leave for the child must inform the building administrator in writing. For school attendance purposes, vacation days will be noted as "**unexcused**". Teachers are not required to give homework prior to a student vacation. Students will be given their missed assignments upon return from their absence.

Truancy (Ref. 2.50)

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

Absences which have not been a result of hospitalization, illness or injury verified by a doctor's note, verified dental appointments, death in the family, or out-of-school suspensions, will result in the following course of action.

- 1. After 4 cumulative days of absence in a school year, a letter will be mailed home notifying the parents of such absences.**
- 2. After 7 cumulative days of absence in a school year, an administrator or designee will have a conference with the student and parents. Parents will also be notified by letter. Any further absences will be considered unexcused unless a doctor's certification of illness or injury is provided when the student is unable to attend school. (Illinois School Code, Section 27-8.1) Other excused absences including a death in the family, a family emergency requiring the absence of the student, or for a religious holiday, must be approved or acknowledged by an administrator in advance.**

- 3. After 5 days of unexcused absences in a school year, an administrator or designee shall meet with the student and parents (notified with a certified letter) that a referral will be made to the DeKalb County Truant Officer (under 17 years of age).**

The District shall not be responsible for the educational progress of the student who fails to maintain regular attendance habits. The District will not be liable for the progress of the student who is removed from the school for extended periods of time contrary to law or good educational procedure.

Excused/Unexcused Tardies

A student is tardy if he/she is not in his/her assigned seat or in class at the time the tardy bell rings (8:30 a.m.).

Excused tardies include:

1. inclement weather
2. serious family emergency (parent must verify this with the office)
3. late bus
4. unusual circumstances as verified to the school office

OVERSLEEPING IS NOT AN EXCUSED TARDY TO SCHOOL.

Release Time for Religious Instruction/Observance (Ref. 2.30)

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.

Grading & Promotion (Ref. 2.60)

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.

Exemption from PE Requirement (Ref. 2.80)

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Accelerated Placement (Ref. 2.90)

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

Home and Hospital Instruction (Ref. 2.100)

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

For information on home or hospital instruction, contact your building principal.

Fines, Fees, and Charges; Waiver of Student Fees (Ref. 3.10)

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. 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 815-286-3410.

School Lunch Program (Ref. 3.20)

Food Service: Hot lunches and milk are available to students in the school cafeteria and may be purchased one of two ways. Parents can prepay for lunches with an electronic check or with a credit card on the school district's online payment program or by sending a check and/or cash with the child's name and class on it to the school. Every student has his/her own individual debit account to purchase meals. Students may bring a sack lunch if they prefer. Applications for the Illinois Free Lunch Program are available at the school or District office.

PushCoin: <https://www.pushcoin.com>, is the district funding source providing parents and guardians a quick, convenient process to pay for hot lunch service. PushCoin delivers convenient reports on lunch purchases and low balance notices. The system accepts e-check, credit and debit card forms of payment to fund your child's account. *processing fees for credit/debit card apply

Hot Lunch Substitutions: All meals served must meet patterns established by the U.S. Department of Agriculture. If a child's doctor has identified special dietary needs or a medical diagnosis that would prevent the child from eating a regular school meal, the school will make substitutions at no extra charge. If your child requires substitutions, please contact your school office for more information.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.¹

¹ The Hunger-Free Students' Bill of Rights Act applies to all schools that participate in the United States Department of Agriculture child nutrition program.

Bus Transportation (Ref. 4.10)

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

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. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.

3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

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 buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Marikay Slosar, 815-286-7578.

Parking (Ref. 4.20)

The school has locations available for school visitor parking in the front and west parking

lots.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Immunization, Health, Eye and Dental Examinations (Ref. 5.10)

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

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. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering Kindergarten or the school for the first time must present proof 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) proof of a completed eye

examination, or (2) proof that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth, and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Student Medication (Ref. 5.20)

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

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

Self-Administration of Medication

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

Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine 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 injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

Both the student and the designated caregiver possess valid registry identification cards issued by IDPH: Copies of the registry identification cards are provided to the District; and that student's parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis, Medical cannabis infused product (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

Guidance & Counseling (Ref. 5.30)

The school provides a guidance and counseling program for students. Tracy Schalhamer, our school social worker, is available to those students who require additional assistance.

Safety Drill Procedures and Conduct (Ref. 5.40)

Safety drills will occur at times established by 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 to address an active shooter incident,

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.

Communicable Diseases (Ref. 5.50)

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

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

Head Lice (Ref. 5.60)

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 brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

General Building Conduct (Ref. 6.10)

Students shall not arrive at school before 8:10 a.m. and classes begin at 8:30 a.m. and students are dismissed at 3:00 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Follow directions.
- Walk and keep hands, feet, and objects to self.
- Follow dress guidelines.
- Show respect by using appropriate language, tone of voice, and body language.
- Respect the school's and other people's property.
- No skate boarding or bike riding on school property. Bikers must walk their bikes to the bike rack once they reach school property.
- No pictures are allowed to be taken with cameras or cellphones without permission from the principal.
- Students must go home right after school and not play on the playground.
- Toys and other entertainment devices are not allowed in school during the school day unless such permission is given by the teacher or the principal. Such toys and devices used for entertainment during the bus ride must be kept in their backpack upon arrival at school and not removed until after school.
- Cell phones and other electronic devices can be used in the building before and after school. Electronic devices must be turned off during class time and stored in students' lockers. Cell phones and electronic devices are not allowed in the classroom at any time without teacher approval. Electronic devices that are visible in class, that ring in class, or are used in class will be confiscated and turned into the office.

The school is not responsible for lost or stolen toys and/or cell phones.

Learning Center Rules

- Follow directions.
- Respect school property.
- Use quiet voices.
- Put books back in correct space.

Bathroom Rules

- Dispose of waste properly.
- Respect school property.
- No loitering [hanging out].
- No graffiti or writing in the bathroom.

Gym Rules

- Be a respectful audience during assemblies.

- Enter/exit single file and quietly. [No running].
- Walk up and down the black sections on the bleachers.
- No soda or pop in the gym.
- Do not go under the bleachers.
- No stomping of feet/hands on bleachers.

Hallway Rules

- Walk – No running, pushing, shoving, or touching others.
- Be respectful of the learning environment – No loud talking.
- Keep hands, feet, and objects to yourself.

Cafeteria Rules

- Follow directions.
- Sit an appropriate number of students to a bench.
- Keep hands, feet, utensils, garbage, and food to yourself.
- No sharing of food.
- Stay seated unless given permission to get up.
- Keep talking volume at an appropriate level.
- Once dismissed, stand in line appropriately.

Playground Rules

- No physical contact is allowed on the playground. [No touching, including pulling of clothing]
- Respect all playground equipment and return equipment to its proper place at the conclusion of recess.
- All students are expected to show good sportsmanship.

Discipline/Behavior Management

We believe all of our students can behave appropriately in school. We will tolerate no student stopping a teacher from teaching and/or any student from learning. In order to provide your child and all the students in our school the excellent learning climate they deserve, we implement a school-wide behavior management system, as well as, a school-wide approach to building character.

At the beginning of school, a classroom discipline plan will be developed and shared within the classroom. The plan will include classroom expectations, learning choices, and learning incentives. A copy of each teacher's discipline plan will be sent home.

Hinckley-Big Rock Elementary School has a Social/Emotional Learning team that creates and coordinates our school-wide character building program and activities designed to empower students for increasing their involvement in their own learning.

If students choose not to follow the rules, the following consequences can be considered by the classroom teacher:

- Verbal warning
- Consequences as stipulated in the Classroom Management Plan
- Conference with student
- Time out in another location
- Lunch or recess detention
- Other, as appropriate to the behavior displayed
- Office Referral

Critical misbehavior will result in an immediate office referral. Critical misbehavior is defined as behavior that creates an unsafe situation or shuts down the ability of school personnel to teach. It includes, but is not limited to, the following:

- fighting or threatening to fight
- damaging or destroying student, teacher, or school property
- overtly refusing to do school work when capable by throwing materials, tipping over furniture, or yelling
- disrespect to any staff member

An Office Referral can result in the following consequences, depending upon the severity of the critical misbehavior:

- A call home to the parent
- Lunch or recess detention
- Conference with the principal, teacher, parent, and student
- Restitution
- In School or Out of School Detention
- Alternate to Suspension

School Dress Code / Student Appearance (Ref. 6.20)

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day unless approved by principal on special days.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

Student Discipline (Ref. 6.30)

Corporal Punishment

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

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

(1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above. The expulsion requirement may be modified by the

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

Gang & Gang Activity

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

Preventing Bullying, Intimidation, Teen Dating Violence & Harassment (Ref. 6.40)

Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Julie Melnyk

Name

600 West Lincoln Hwy, Hinckley, IL 60520

Address

815-286-3410

Phone Number

jmelnyk@hbr429.org

Email Address

Jeff Strouss

Name

47W984 Rt 30, Big Rock, IL 60511

Address

630-556-4185

Phone Number

jstrouss@hbr429.org

Email Address

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

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

Field Trips (Ref. 6.60)

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

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

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

Access to Student Social Networking Passwords & Websites (Ref. 6.70)

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

Internet Acceptable Use (Ref. 7.10)

Authorization for Use of Technology Resources and Internet Access

TECHNOLOGY SYSTEM USE AND INTERNET SAFETY POLICY

The Board of Education of Hinckley-Big Rock School District No. 429 hereby determines that it is in the best interests of the District, its personnel and its students, and members of the community to promote use of and familiarity with the District Technology System and with the services which are available through that System to support learning and enhance instruction, and to improve communications between the school and community.

Knowledgeable and appropriate use of the District Technology System can facilitate access to information resources available on-line, create innovative learning environments, and provide for worldwide communication. For purposes of this policy, implementing rules, and acceptable use guidelines, the term "District Technology System" or "System" shall include all computer hardware and software owned or operated by the District, District electronic mail, District web sites, and District on-line services and bulletin board systems. "Use" of District Technology System shall include use of or obtaining access to the System from any computer terminal whether or not owned or operated by the District.

The District Technology System was established to comprise part of the school curriculum, and is intended by this Board to function in support of that curriculum and of the students' mastery of the curriculum through improved communication between the school and students' parents or guardians. The District Technology System does not constitute a public forum. The District reserves and retains the right to regulate the content of and links to the District Technology System. The District also has the right to and does monitor use of its Technology System. Except as provided by federal and state statutes protecting the confidentiality of students' education records, no user of the District Technology System has an expectation of privacy in connection with such use.

The Board of Education recognizes that although the Internet and on-line services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal, obscene or indecent. The use of elements of the District Technology System including the Internet shall be consistent with the District's educational mission and the curriculum adopted by the Board.

With respect to any of its computers with Internet access, the District will use technology protection measures to (A) protect minors against access through such computers to visual depictions which are obscene, constitute child pornography, or are otherwise harmful to minors, and (B) protect all users against access through such computers to visual depictions that are obscene or constitute child pornography.

The Board of Education further recognizes that the effective operation of the District Technology System depends upon the existence and enforcement of guidelines for the efficient, ethical, and legal use of its resources. The Administration is authorized to and shall adopt and enforce guidelines which limit the use of the System to educational purposes, and describe acceptable and ethical use of the System.

The guidelines shall, among other points, address:

- access by minors to inappropriate matter on the Internet and the World Wide Web;
- the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication;
- unauthorized access, including “hacking” and other unlawful activities by minors and other users online;
- unauthorized disclosure, use, and dissemination of personal identification information regarding minors; and
- measures designated to restrict minor’s access to materials harmful to minors.

Such guidelines shall be distributed to District employees and students and other members of the District No. 429 community who are afforded access to the System.

Violation of the acceptable use guidelines shall be subject to consequences including but not limited to discipline, loss of System use privileges, and referral to law enforcement authorities or other legal action in appropriate cases.

GUIDELINES FOR ACCEPTABLE USE OF DISTRICT TECHNOLOGY SYSTEM BY STUDENTS

A. Acceptable Use.

All users of the District Technology system (“System”) must comply with the District Acceptable Use Guidelines, as amended from time to time.

The “System” shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, and the District on-line services and bulletin board systems. “Use” of the System shall include use of or obtaining access to the System from any computer terminal whether owned or operated by the District.

Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District’s electronic mail system. The District has the right to and does monitor use of the System by students, including students’ access of the Internet, as part of System maintenance and to determine whether the use is consistent with federal laws and District policies and guidelines.

B. Privileges.

Access to the System is provided as a privilege by the District and may be revoked at any time. Inappropriate use may result in discipline, including loss of System use privileges.

The System, including all information and documentation contained therein is the property of the District except as otherwise provided by law.

C. Prohibited Use.

The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in section 1 of these guidelines and the District's Student Discipline Code and rules. The System shall **not** be used to:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, profane or indecent materials. ["Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.]
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of the passwords or access codes; or disclosing the full name, home address, or phone number of any student, District employee, or System user.
4. Transfer any software to or from the System without authorization from the System Administrator.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Disrupt or interfere with the System.
9. Gain unauthorized access to or vandalize the data or files of another user.
10. Gain unauthorized access to or vandalize the System or the technology system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.

12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
13. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Send mass electronic mail to multiple users without prior authorization by the appropriate District Administrator.
16. Conceal or misrepresent the user's identity while using the System.
17. Post material on the District's web site without the authorization of the appropriate District Administrator.

D. Discipline for off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment.

The District may discipline a student whose personal web site or other off-site activity involving electronic technology causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of the District Technology System.

E. Web sites.

Unless otherwise allowed by law, District web sites shall not display information about or photographs or works of students without written parental permission.

Any web site created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the System must receive prior approval by the classroom teacher or an appropriate District Administrator. All contents of a web site created by a student using the System must conform with these Acceptable Use Guidelines.

F. Disclaimer.

The District makes no warranties of any kind whether express or implied for the System. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions. Use of any information obtained via the System is that at the user's own risk. The District is not responsible for the accuracy or quality of information obtained through the System. The District is not responsible for any user's intentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

G. Security and User Reporting Duties.

Security in the System is a high priority and must be a priority for all users. Students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in discipline.

A user who becomes aware of any security risk or misuse of the System must immediately notify a teacher, administrator or other staff member.

H. Vandalism

Vandalism or attempted vandalism to the System is prohibited and will result in discipline as set forth in section 1 of these Guidelines, and in potential legal action. Vandalism includes, but is not limited to, downloading, uploading, or creating computer viruses.

I. Consequences for Violations.

A student who engages in any of the prohibited acts listed above shall be subject to discipline, which may include: (1) suspension or revocation of System privileges, (2) other discipline including suspension or expulsion from school, and (3) referral to law enforcement authorities or other legal action in appropriate cases.

Misuse of the System by a student may be considered gross misconduct as that term is defined by the District Student Discipline Policy and rules, and a student may be subject to discipline pursuant to the Student Discipline Policy and rules. A student who believes that his/her System use privileges have been wrongfully limited may request a meeting with the building principal to review the limitation. The decision of the building principal shall be final.

AUTHORIZATION FOR ACCESS TO DISTRICT TECHNOLOGY SYSTEM BY STUDENTS

This form must be read and signed by each student (and if under age 18 by his/her parent/guardian) as a condition of using the District Technology System.

By signing this Authorization, I acknowledge that I have received a copy of the “Guidelines for Acceptable Use of District Technology system by Students” dated July 2015, and I have read, understand, and agree to follow the Guidelines.

I acknowledge that access to the District Technology System is provided as a privilege by the District and that inappropriate use may result in discipline, as may

off-site use of electronic technology which disrupts or can reasonably be expected to disrupt the school environment.

I ACKNOWLEDGE THAT I HAVE NO EXPECTATION OF PRIVACY IN MY USE OF THE DISTRICT TECHNOLOGY SYSTEM, AND THAT THE DISTRICT HAS THE RIGHT TO AND DOES MONITOR USE OF THE SYSTEM.

Student Name: _____

Grade: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Please check yes or no on each item listed.

During the school year we often have the opportunity to showcase our students and their work. This may include anything from bulletin boards in our school to an article and pictures in the yearbook. Please sign below giving the school authorization to photograph your student and/or to use their name and/or **picture within the school and yearbook.**

Yes _____ No _____ Parent Signature _____

I give permission for my child's picture to be in the **local newspaper for awards, recognition or honors.**

Yes _____ No _____ Parent Signature _____

I give permission for my **child's picture on the HBR School District 429 Website.**

(No names are listed below students usually.)

Yes _____ No _____ Parent Signature _____

LOCAL FIELD TRIPS

My child/children have permission to accompany the class on field trips within the school district during the school year under the supervision of their classroom teacher.

Date ____/____/____ Signature _____

Search and Seizure (Ref. 8.10)

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

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

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

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

Students

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

Seizure of Property

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

Education of Children with Disabilities (Ref. 10.10)

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.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information please contact the building principal.

Discipline of Students with Disabilities (Ref. 10.20)

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education’s *Special Education* rules when disciplining students with disabilities. 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.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation (Ref. 10.50)

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.

Student Privacy Protections (Ref. 11.10)

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.

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. Sexual behaviors or attitudes.
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 program eligibility.

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.

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.

Student Records (Ref. 11.20)

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

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to have one or more scores received on college entrance examinations included on the student's academic transcripts.

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include

scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

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

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

4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any

person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names,

addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

- 8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

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

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

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Student Biometric Information (Ref. 11.30)

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.

Standardized Testing (Ref. 12.20)

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests in the areas of English/Language Arts, Math, and/or Science.

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 to 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.

Homeless Child's Right to Education (Ref. 12.30)

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.

There are additional resources that provide assistance and support for homeless families including in the areas of:

- Educational organizations and schools
- Food bank and meal programs:
- Local service organizations (Goodwill, Salvation Army, etc.):
- Family shelters:
- Medical services:

Should you need additional assistance, please contact our Homeless Liaison, Judi Olson, at 630-556-4694.

Sex Education Instruction (Ref. 12.40)

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 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.

School Visitation Rights (Ref. 12.70)

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.

Pesticide Application Notice (Ref. 12.80)

There are some periodic sprayings for pesticides done in and around the building throughout the school year. The approximate days will be listed in the monthly newsletters. Typically, this does not create problems for our students. However, if you have concerns regarding allergic reactions for your child, please contact our office for specific dates and additional information.

Mandated Reporters (Ref. 12.90)

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.

Sex Offender Notification Law (Ref. 12.110)

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

3. To attend conferences to discuss issues concerning their child such as retention or promotion.

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

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

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws (Ref. 12.120)

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website.

The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry,
www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

Parent Notices Required by ESSA (Ref. 12.130)

Teacher Qualifications A parent/guardian may request and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

Testing Transparency: The State and District requires students to take certain standardized tests. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

Annual Report Card Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.hbr429.org.

Student Privacy: The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

Homeless Child's Right to Education: When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent 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.

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

Student/Parent Handbook Acknowledgement and Pledge (Ref. 1.20)

Name of Student: _____ Grade: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

Student(s) Name _____ Grade _____

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

Comments:

