

PARENT – STUDENT HANDBOOK
CENTRAL ELEMENTARY AND JUNIOR HIGH SCHOOL
2018-2019
School Phone 853-4290 District Website: kcud229.org

Home of the Steamers



Administrative Staff

Dr. Chris Sullens, Superintendent
Jason Anderson, Principal
John Hinton IV, Assistant Principal/ A.D.
Christine Erickson, Secretary
Becky Henkins, Secretary

Elementary Faculty and Staff

Mrs. Peart	4 th Grade
Mrs. Vickrey	4 th Grade
Mrs. Down	4 th Grade
Miss Mahnesmith	4 th Grade
Mrs. Philhower	4 th Grade
Miss Thompson	4 th Grade
Mrs. Ralston	5 th Grade
Mrs. Carlson	5 th Grade
Mr. Henegar	5 th Grade
Mrs. Robinson	5 th Grade
Miss. Summers	5 th Grade
Mrs. Moon	5 th Grade
Mrs. Morey	6 th Grade
Mrs. Price	6 th Grade
Mrs. Archer	6 th Grade
Mr. Dennison	6 th Grade
Miss Morland	6 th Grade
Miss Plum	Resource
Mrs. Krause	Special Education
Mrs. Bolton-Gomez	Title I Aide
Miss Tuttle	Educational Aide
Mrs. Heberer	Educational Aide
Mrs. Toutant	Educational Aide
Mrs. Butler	Educational Aide/Supervision/crossing
Mrs. Johnson	Physical Education
Mr. Cone	Physical Education
Mr. Miles	Physical Education

Junior High Faculty and Staff

Mrs. Hawkins	7 th Grade Language Arts
Mr. Dybdal	7 th Grade Science
Mr. Fristad	7 th Grade Social Studies
Ms. Abernathy	7 th Grade Math
Mrs. Arzola	8 th Grade Language Arts
Ms. Laue	8 th Grade Science
Mr. Butler	8 th Grade Social Studies
Ms. Shepard-McCommons	8 th Grade Math
Mr. Cone'	Physical Education
Mrs. Johnson	Physical Education
Mr. Miles	Health
Mrs. Phelps	Special Education
Mrs. Malooly	Resource
Mrs. Hinton	Reading & Writing Strategies
Mrs. Purdy	Alternative Lead Teacher
Mrs. Johnson	Educational Aide
Ms. Tuttle	Educational Aide
Mr. Russel	Educational Aide

Special Programs

Mrs. Kubiak	Instructional Coach/RtI
Mrs. Wager	School Counselor
Miss Wright	School Counselor
Mrs. Diaz	ELL Services
Mrs. Costenson	Title I
Mrs. Nolan	Title I
Mr. Binek	Band
Mr. Nelson	Art
Mrs. Havelka	Technology
Mrs. Becker	Nurse
Mrs. Burkhart	Librarian
Miss Meza	Language Translator/Aide
Mr. Hernandez	Playground Supervisor
Mrs. Miranda	Translator
Mrs. Moore	Food Service
Mrs. Sheets	Social Worker
Mrs. Armbright	1-on-1 Aide
Mrs. Washburn	1-on-1 Aide
Mr. Fulton	Custodian
Mrs. Richardson	Custodian
Mr. Bowman	Custodian
Mrs. Smith	School Psychologist

SCHOOL PHILOSOPHY

Mission Statement: The mission of Central School is to prepare EACH student to become a lifelong learner and productive member of society by providing a positive and safe learning environment as well as core strategies to promote social and emotional development.

District #229 Philosophy

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

1. We believe that our primary responsibility is promoting learning for all through teaching that addresses the variety of student needs.
2. We believe that we create the conditions that will enhance an individual's positive self-image.
3. We believe that decisions should be based on best knowledge.
4. We believe that by creating a positive, trusting atmosphere the performance of all individuals in the organization will be enhanced.
5. We believe that every individual in our organization is worthwhile and deserving of respect, and should reflect through their behavior respect for themselves and others.
6. We believe that all individuals deserve concern and recognition; to be guided, challenged, and motivated in a positive setting.
7. We believe that a parental and community partnership is vital to positive education experiences.
8. We believe that all students can learn given sufficient time, appropriate support, and relevant, diverse educational experiences.
9. We believe that quality work is a necessity and that it involves being open minded, willing to risk, change, and grow.
10. We believe that students should know what they are to learn, be guided on how they are to learn it, and understand its application for their lives.
11. We believe that all individuals can learn to make responsible choices.

From this philosophy of beliefs, the following mission and vision statements are derived.

Mission Statement:

The mission of the Kewanee Community Schools is to prepare our students to meet the demands of life. (Our desire is to enable all students to achieve and become life-long learners, develop decision-making skills, be able to adapt to an ever-changing world, and become innovative, logical, and organized thinkers.)

STUDENT GUIDELINES

PBIS Behaviors We Expect To See

1. RESPECT YOURSELF AND OTHERS
2. RESPECT PROPERTY
3. BE RESPONSIBLE



Specific Behaviors Which Are Strictly Prohibited (Inclusive but not limited to)

- Refusal to follow the direction of adults in authority or supervisory positions (Insubordination)
- Taking food or beverage from the cafeteria.
- Engaging in any behavior that is disruptive to the educational environment.
- Bullying, intimidating and threatening other students or staff, force, hit, slap, or use violence or noise against another student or adult or try to get another student to do these things.
- Do not wear hats, head scarves or inappropriate clothing. This includes clothing that has been written on.
- Do not steal or attempt to steal school property or another person's belongings.
- Do not use profanity or other vulgar, obscene or inappropriate language or gestures.
- Do not use, possess, control, take from others or give to others a weapon or any device that might be used as a weapon. Look-a-likes or "toy" weapons are also prohibited.
- Do not use electronic signaling devices, such as cell phones, from the time students enter school premises in the morning until the final bell in the afternoon. Cell phones may be used during this time when authorized and approved by the building principal, assistant principal or office staff. If students need to use his/her cell phone before the start of the day, it must be approved by the playground supervisors or supervising teacher (examples; to call for homework, PE clothes etc) If a student is caught using a cell phone, disciplinary actions will be enforced. Additional violations will cause confiscation and the phone will be returned after the student serves consequence. Cell phones may be used on extra-curricular trips, held after regular school hours.
- Do not possess or use tobacco, alcohol, lighters, e-cigarettes or matches or give tobacco to others.
- Do not become involved in activities that could be confused as gang-related behavior, including the display of gang signs, symbols, colors or paraphernalia.
- Do not possess, distribute, purchase, or sell alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Do not, possess, distribute, purchase, or sell illegal drugs or controlled substances, look-alike drugs, drug paraphernalia, and intoxicants. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.

DISCIPLINE PROGRESSION

Teacher Detention-	5-30 minutes in length
Office Detention-	30-60 minutes in length
In School Suspension	Up to 1 full day
Saturday Academy	3 hours in length
Out of School Suspension	.5 to 10 days in length depending on the offense
Recommendation of Expulsion	Determined by the board of education for chronic or severe offenses

OTHER POTENTIAL DISCIPLINE CONSEQUENCES

Loss of recess privileges, lunch detention, exclusion from extra-curricular activities, suspension of school bus privileges and prohibition of trespass on school property after school hours.

SUSPENDABLE / EXPELLABLE OFFENSES

Discipline situations that deal with violence, weapons, possession, use or distribution of illegal drugs or look-alikes, bullying and sexual harassment are all offenses that could require a consequence of out of school suspension up to ten school days. Offenses like these may also lead to expulsion from school. All decisions regarding student expulsion are determined by the Kewanee Board of Education.

WHERE SCHOOL RULES APPLY

School rules and disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

HALLS AND STAIRS

Always walk. Do not run. Do not crowd others. Always keep to the right. Students will not be allowed to gather, or loiter in restrooms, in the halls, or at the water fountains. **Junior High students may not use the northeast entrance into the building.** Junior high students are allowed to use the northwest front entrance or enter and exit from the playground area. The use of the northeast stairs by junior high students is also prohibited unless used during fire or emergency evacuations.

DELIVERIES

Deliveries from outside the school building will not be accepted in the office. Deliveries should be made to the receiver's home.

CLOTHING

It is recommended that both girls and boys use good taste in presenting a neat and clean appearance. Parents are encouraged to see that their child is properly dressed before he or she leaves for school. Dress and grooming must meet standards that do not present health or safety hazards, interfere with maintenance of a positive teacher/learning climate, or substantially disrupt the educational process. Clothes should be worn as they are intended - example: straps on overalls should be fastened appropriately and shoes should be tied. Shoes must be worn at all times. Slippers are not allowed. Heavy chains or medallions are not acceptable.

Clothing that is tight or short so as to cause distraction to others is not considered appropriate dress. Bare midriff outfits, slashed clothing, spandex clothing, spaghetti straps, tank tops (no sleeves, scoop neck), halter-tops and see through tops cannot be worn in school. Shorts / Skirts may be worn by students but should be no shorter than mid thigh. Students may test the length of such clothing by extending their arms downward at the sides. When doing so, a student's shorts / skirt should be longer than the student's fingertips extended. T-shirts, patches, or buttons that are considered obscene, suggestive, or have double meanings and disrupt the educational process are not permitted. Clothing styles or make-up that appear so extreme as to cause disruption in the classroom are not acceptable. Boxer shorts or pajamas are not allowed. Hats are not to be worn in school buildings. Student attire that advertises or portrays any tobacco product, alcoholic beverage product, or other controlled substance is prohibited along with any attire that is considered sexual or inappropriate for school, and sufficiently interferes with the educational process.

Students wearing clothing that is considered inappropriate by staff must change into alternate attire or, in the case of a shirt, turn the shirt inside - out.

DISPLAY OF AFFECTION

Students are expected to control their display of affection while in school and at school sponsored events. Students who display inappropriate affection will be asked to discontinue the activity and appropriate disciplinary measures taken.

GANG ACTIVITY

Under no circumstances will gang signs symbols, clothing or other identifying paraphernalia be permitted in the school. School administrators reserve the right to prohibit the display of any identifying symbols of any organization at school or at school-related functions if these symbols are substantially disruptive to the educational process. These restrictions apply to both male and female students.

SMOKING AND USING TOBACCO ON SCHOOL PROPERTY

The Board of Education prohibits smoking and using tobacco on school property. Tobacco shall mean cigarette, cigar, pipe or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. Lighters and matches are not allowed at school

BICYCLES

Students who ride bicycles to school are expected to follow all rules applying to safety on the way to and from school. Bicycles are to be parked in the racks provided. **DO NOT CHAIN THEM TO THE RAILINGS AT EITHER THE NORTHEAST OR NORTHWEST ENTRANCES.** Do not loan your bicycle to anyone. Do not loiter around the bicycle racks. Bicycles are to be walked on and off the school grounds. Students may not ride double on bicycles. Students who do not obey bicycle rules may not be allowed to bring bicycles to school.

SKATEBOARDS , ROLLER BLADES, ETC.

The use of skateboards, roller blades and shoes with retractable wheels are prohibited on school property.

SCHOOL LOCKERS

Student lockers are the property of the school and must be used for the purpose intended...a storage place for books, supplies and outdoor garments or gym clothing. If school personnel have suspicion that a student may have placed an illegal or dangerous item in a school locker, the locker may be searched with or without the student's knowledge or consent. Students should not keep anything in their locker that they would not wish persons in authority to find.

Students may not open another student's locker without permission. If your locker will not open get help. Do not kick or pound on the locker. **Do not give your combination to other students!**

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
3. substantially interfering with a student's educational environment;
4. creating an intimidating, hostile, or offensive educational environment;
5. depriving a student of educational aid, benefits, services, or treatment; or
6. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

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

Boys and girls during their adolescence may frequently be tempted to display inappropriate behavior. Although boys and girls may laugh as though they enjoy the attention that this brings they may not like this attention. Students are warned that harassing students of the opposite sex will not be tolerated. Students who feel harassed should try the following techniques to stop the harassment.

- Get away from other students who engage in this type of behavior and seek out new friends.
- If the behavior persists, tell them to stop the behavior immediately.
- If the behavior persists, tell an adult in the school or report the behavior to the principal.

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

An allegation that one student was sexually harassed by another student shall be referred to the nondiscrimination coordinator, or building principal for appropriate action.

Nondiscrimination Coordinator:

Name	Dr. Chris Sullens, Superintendent
Address	1001 N. Main St, Kewanee, IL 61443
Telephone No.	309-853-3341

Name Mr. Jason Anderson, Central School Principal
Address 215 E. Central Blvd.
Telephone No. 309-853-4290

BULLYING

All students have the right to an educational atmosphere that is free from verbal and/or physical abuse. Bullying is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created with the bully being stronger (or perceived to be stronger) than the victim and which causes a disruption to the learning environment. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts, or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. This also includes the encouragement or prodding of other students to engage in these types of aggressive behaviors.

These behaviors are, but are not limited to:

- Physical: hitting, kicking, grabbing, spitting
- Verbal: name calling, racist remarks, put-downs, extortion
- Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding or destroying another's papers or other possessions
- Written: threatening e-mail, notes, and/or graffiti
- Coercion: forcing other students into acts against their wishes.

Students and parents are encouraged to report each and every incident so situations can be addressed specifically and consistently.

CONSEQUENCES

DUE PROCESS

All students in the schools have the right to be told what rules they have broken. They also may defend their actions with their principal and teacher.

The school's responsibility:

The student's responsibility:

The parent's responsibility:

To provide a safe and orderly environment.

To obey the rules and avoid conflicts.

To support the enforcement of the rules.

POTENTIAL CONSEQUENCES FOR STUDENT BEHAVIOR ISSUES

1. Detentions will be used for various infractions of rules throughout the school day. Teacher detentions typically last 5-30 minutes and are served with the teacher. Office detentions last 30-60 minutes and are served in the office with the assistant principal or his designee.

Other consequences used:

2. Withholding of privileges.
3. Seizure of items banned from school.
4. Suspension of bus riding privileges.
5. Notification of police and/or juvenile authorities whenever the conduct involves breaking the law, illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
6. In School Suspension- At times students may need to attend an in-school suspension setting (ISS). This will be used as an alternative to suspension from school. Students who are assigned in-school suspension can receive full credit for completed work but are prohibited from attending or participating in district #229 activities on the day ISS is served. This includes all District #229 athletic practices and games.
7. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds or taking part in extra-curricular activities. Suspended students do not receive credit for work due during their suspension.
8. Detention or Saturday school, provided the student's parents or guardians have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the building principal or designee.
9. Transfer to an alternative learning program for a period exceeding 10 school days. Parents will be consulted in this decision. The final decision concerning placement will be that of the faculty and administration.

10. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.

DETENTIONS

When a teacher issues a student a detention, the student is expected to serve the detention. If the student does not serve the detention, other, harsher, disciplinary measures will be given. Detentions will be served before or after school in the teacher's classroom. Office issued detentions will be served in the office. The following rules will apply in detention hall.

1. Students will report to detention hall with schoolbook, pencil, paper, and class assignments to be completed.
2. Students will study or read while they are in detention.
3. Students who talk or use other means of communication with other students will not be given credit for the detention served. Permission will not be given to talk.
4. Excuses will not be accepted from students who are late to detention hall. Students late to detention will not be admitted to detention hall and will not receive credit for the detention. They will be issued an additional detention.
5. Any student who disrupts detention hall will be instructed to leave and will not receive credit for serving the detention and will receive an additional detention.
6. Students who have missed a detention will not be allowed to participate in extracurricular activities until the detention or detentions are served.

SATURDAY ACADEMY PROCEDURES AND RULES

- Parents and students will be notified of Saturday school expectations prior to the date to be served.
- Students shall check in with the supervisor at the front northeast entrance of the building.

If a student refuses to work or follow rules, the student will be dismissed and another Saturday school will be assigned or Out of School Suspension will be assigned.

IN-SCHOOL SUSPENSION PROCEDURES AND RULES

- Students are to remain seated at all times.
- Students are to sit quietly and may talk only with permission.
- Students are expected to stay busy at their seat doing assigned work.
- Students will stay awake at all time and may be asked to stand up if they cannot stay awake.
- All homework assigned during in-school suspension is due the next school day.
- Students are not allowed to leave the room except at designated times or with the permission of the in-school supervisor.
- Students cannot return to their lockers.
- Students in I.S.S must get all their work from their teachers the day before I.S.S.
- Students must bring paper, pencil, and all books.
- FAILURE to follow all of the above rules may lead to further punishment, loss of privileges, or out of school suspensions. In most cases the student will be sent home when excessive misbehavior occurs. I.S.S will be made up at the next I.S.S date

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program. Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

CONFLICT RESOLUTION

Many times, parents have concerns about how things are handled in school. The following procedures should be used to insure that concerns are handled promptly and directly.

- Step 1. Talk to the teacher or teachers directly involved with the concern. Most matters can be resolved with a parent/teacher discussion.**
- Step 2. If a parent and teacher cannot resolve the concern, speak with building administration.**
- Step 3. In the event the problem is still not resolved, contact the superintendent.**

Step 4. Matters that cannot be resolved in the first three steps are usually matters that involve school policy. School policy is set by the Board of Education. It is at this time that the matter should be brought to the attention of the Board for review.

STUDENT AND LOCKER SEARCHES

All student lockers are the property of District #229 and may be subject to search. If school officials receive information of something that they feel may be harmful to any student or staff member, a search of locker or other student property may be necessary.

POLICY / LEGISLATION

SEX OFFENDER INFORMATION

Public Act 94-004 requires public schools to notify parents that information regarding sex offenders is available to the public. Parents may access this information at: www.isp.state.il.us/

PERSISTENTLY DANGEROUS SCHOOLS

Under section 9532 of NCLB, the state of Illinois has adopted policy to give options to individuals and groups if the school that they are attending is found to be persistently dangerous. In order for a school to be found persistently dangerous, it must meet the following criteria for two consecutive years: 1) have violence related expulsions greater than 3% of the student enrollment, 2) have one or more students expelled for bringing a gun or a weapon to school as defined in 18 USC 921 and 3) Have 3% or more of students who have become the victim of a violent crime while in school or while attending a school sponsored activity. Students who are the victims of a violent crime are immediately eligible for transfer to another district school.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. Further, the District may not enter into agreements with any entity or any individual that discriminates against students on the basis of sex. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Gender Equity

No student shall, on the basis of gender, 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.

HOMELESS STUDENTS

Homelessness exists in our community. A combination of high housing costs and poverty causes many families to lose their housing. Many young people leave their homes due to abuse, neglect and family conflict. Children and families who have lost their housing live in a variety of places, including motels, shelters, shared residences, transitional housing programs, cars, campgrounds and others. Their lack of permanent housing can lead to potentially serious physical, emotional and mental consequences. The school district will ensure that all children and youth receive a free appropriate public education and are given meaningful opportunities to succeed in our schools. The district will also follow the requirements of the McKinney-Vento Act.

ACCEPTABLE USE POLICY for Kewanee Community Unit District #229

Introduction

Kewanee Community Unit School District 229 provides its users with Internet access and electronic communications services as required for the performance and fulfillment of school-related responsibilities.

Users must understand that this access is for the purpose of increasing productivity and not for nonbusiness activities. Users must also understand that any connection to the Internet offers an opportunity for nonauthorized users to view or access information. Therefore, it is important that all connections be secure, controlled, and monitored.

To this end, users in Kewanee Community Unit School District 229 should have no expectation of privacy while using district-owned or district-leased equipment. Information passing through or stored on district equipment can and will be monitored. Users should also understand that Kewanee Community Unit District 229 maintains the right to monitor and review Internet use and e-mail communications sent or received by users as necessary.

Permitted use

The Internet connection and e-mail system of Kewanee Community Unit School District 229 is primarily for school use. Occasional and reasonable personal use is permitted, provided that this does not interfere with the performance of work duties and responsibilities.

Users may use Kewanee Community Unit School District 229 Internet services for personal improvement, outside of scheduled hours, provided that such use is consistent with professional conduct and is not for personal financial gain.

Users may send and receive e-mail attachments that do not exceed 2 MB in size, provided that all attachments are scanned before they are opened by Kewanee Community Unit School District 229's chosen antivirus software.

Users may send and receive short text messages with no enclosures for nonschool purposes. Kewanee Community Unit School District 229 requests that the personal e-mail not be read in the class and that any personal e-mail you receive be forwarded to a nonschool account to be viewed at your leisure.

Prohibited use

Users shall not use Kewanee Community Unit School District 229 Internet or e-mail services to view, download, save, receive, or send material related to or including:

1. Offensive content of any kind, including pornographic material.
2. Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
3. Threatening or violent behavior.
4. Illegal activities.
5. Commercial messages.
6. Messages of a religious, political, or racial nature.
7. Gambling.
8. Sports, entertainment, and job information and/or sites.
9. Personal financial gain.
10. Forwarding e-mail chain letters.
11. Spamming e-mail accounts from Kewanee Community Unit School District 229 e-mail services or district machines.
12. Material protected under copyright laws.
13. Sending school-sensitive information by e-mail or over the Internet.
14. Dispersing district data to Kewanee Community Unit School District 229 customers or clients without authorization.
15. Opening files received from the Internet without performing a virus scan.
16. Tampering with the district's handle in order to misrepresent yourself and the district to others.

Responsibilities

Kewanee Community Unit School District 229 users are responsible for:

17. Honoring acceptable use policies of networks accessed through Kewanee Community Unit School District 229's Internet and e-mail services.
18. Abiding by existing federal, state, and local telecommunications and networking laws and regulations.
19. Following copyright laws regarding protected commercial software or intellectual property.
20. Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of Kewanee Community Unit School District 229's network resources.
21. Not overloading networks with excessive data or wasting Kewanee Community Unit School District 229's other technical resources.

Violations

Violations will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above use regulations, that user will receive a reprimand and his or her future use will be closely monitored. If a gross violation has occurred, District management will take immediate action. Such action may result in losing Internet and/or e-mail privileges, severe reprimand, or in the worst case, criminal legal action.

USE OF PRIVATELY OWNED TECHNOLOGY ON SCHOOL PREMISES

The Kewanee Community Unit School District #229 is providing the following policy and permission form for the express use of privately owned computers (Handhelds, Palm Pilots, Laptops, and similar devices) on District Premises.

1. Before personal computers can be connected to the district network, computers must be checked by the District Technology Department. All acceptable use policies requirements must be followed, in addition to the requirements listed in this document.
2. Liability Issues:
 - A. Legal license is required for all software.
 - B. District insurance will not cover any expenses associated with loss or destruction of personal computers.
 - C. Financial restitution will be required when due care is not followed and the infrastructure is harmed.
 - D. The district is not responsible for damage or unauthorized access to the machine or the data it contains.
 - E. The district may examine the laptop and search its contents, if there is reason to believe that district policies, rules, or regulations have been violated.
 - F. The district reserves the right to deny the use of any personal computer because of possible interference with curriculum-based devices, possible interference with the operations of the facilities.
3. Network Issues:
 - A. Approved network card required before connection to the network.
 - B. No wireless routers or Access Points will be allowed or remain in any district building.
 - C. Approved IP address must be obtained from the District Technology Department.
 - D. Access to secure and encrypted networks will not be allowed.
 - E. File sharing (PtoP) and excess downloading will not be allowed.
 - F. Users may not access their personal online subscriber services using the District network or telephone lines. This includes e-mail and chat.
 - G. The playing, downloading of games, music, or other entertainment on the laptop is prohibited on District Premises.
 - H. The District reserves the right to deny the use of any personal computer that draws electricity because of possible interference with wireless network technologies.
 - I. District approved virus software must be running and up to date on all personal computers.
 - J. Personal computers are subject to the provisions and policies of the Kewanee Community Unit School District #229.
4. Personal Issues:
 - A. A parent or guardian must provide written permission for a student to bring their personal computer for school.
 - B. The user must take full responsibility for setting up and maintaining the machine, charging it, etc.
 - C. When personal computers are not in the user's possession, they must be secured in the student's locker.
 - D. Laptops must never be left unattended. Laptops may not be left on district property over vacations. Laptops must go home with users daily.
 - E. Sound must be turned off, except when it is used as part of the class.
 - F. Users' selection of appropriate, tasteful screensavers and wallpaper is expected.
 - G. If a user uses a personal computer in an inappropriate manner, they will lose the privilege of bringing it on District Property.
 - H. Users are expressly forbidden from using a personal computer in class, except when otherwise directed by the instructor.
 - I. Use of a personal computer in class is up to the instructor.
 - J. Use of a personal computer on district property is up to the building supervisor.
 - K. Use of a personal computer anywhere on district properties is up to the Technology Department.
 - L. Any use granted a user can be revoked at any time by the Technology Department without reason.
 - M. Personal computers are expressly forbidden during an exam. If you are caught using one to cheat, you will receive a zero, and may be subject to further disciplinary action.

ATTENDANCE

STUDENT ATTENDANCE

It has been shown that a student's success in school and later in life is reflected in his or her attendance. By enabling each individual in the Kewanee Schools to be the best they can be, the Board of Education and administration have set

an attendance policy which fosters the success of each individual in preparation for their future goals and plans. Herewith, the following attendance policy will be followed:

Excused Absences

- A. Under the School Code of Illinois 26-2A, only the following are considered excused absences:
 1. Personal illness
 2. Death in the family
 3. Observance of a recognized religious holiday
 4. Reasons approved by the school administrator. Other absences from school are considered unexcused. The school administration has the right to determine what constitutes an excused absence.
- B. After a student has missed more than 5 days of school, a doctor's note will be required to excuse the child.
- C. Parents are asked to minimize doctor appointments during class hours unless there is an emergency.
- D. All student absences must be reported by parent or legal guardian to the office. If no communication has been made by the parent, the student must report to the office on the day following an absence with a written note from parents/guardians and/or doctors statement for an admittance slip. Students will be considered truant unless the absence is cleared through the office within 24 hours upon the student's return to classes regardless of circumstances. Excessive absences will be referred to the principal by the teacher for review and parental contact.
- D. Students who become ill during the school day are to get a pass from their classroom teacher and report to the office. The office will keep a log of all students who report for attention. Repeated trips to the office for illness may lead to parental conferences.
- E. If a student needs to leave early or arrives late to school, the student must report to the office, present a note from the parents, and sign in or out and secure a pass.

Pre-excused Absence Policy

- A. Occasionally an unusual family circumstance arises that may necessitate a student's absence from school.
- B. Each of these absences must be pre-approved by the administration. Students must file a planned absence form with the school office at least one week before the anticipated absence. Students will be given the opportunity to make up tests and homework. Credit for laboratory or class discussion during planned absences may be lost. Students must make arrangements with each teacher regarding missed work.
- C. Planned absences must be pre-approved by the administration. Failure to do so may result in an unexcused absence. A student must be in attendance at least half the school day in order to participate in a district extra-curricular activity. Emergency situations shall be given due consideration.

TARDINESS

Tardiness to class will be enforced by the teacher of the class. If tardiness becomes habitual disciplinary action will be taken. **Please send a written explanation with your child when he or she is tardy.**

PARENT INVOLVEMENT / INFORMATION

NO CHILD LEFT BEHIND FACULTY AND STAFF REQUIREMENTS

All teachers have met state qualifications and licensing criteria for grade levels and subject areas they teach, unless you are notified otherwise. All teachers' baccalaureate degree majors and other graduate certifications are on record in the main office.

All regular classroom teacher aides hired after January 2002 have 60 hours of college credit. All teacher aides hired previous to this date with less than 60 hours of college credit have taken and passed the ISBE mandated paraprofessional exam.

SCHOOL HOURS

Grades 4-6: Students will begin at 8:05 A.M. Students walking or being picked up are dismissed at 2:45 P.M.

Grades 7-8: Students will begin at 8:10 A.M. and are dismissed at 2:50 P.M. on regular school days. Bus students will be picked up by approximately 3:00 P.M.

Students should not come to school until fifteen (15) minutes prior to the opening of school accept as follows:

1. When earlier arrival is made necessary because of bus schedules.

2. When pupils are requested to come earlier for participation in school activities.
3. When the parents or guardian has applied for and been granted an exception by the principal.

No pupil shall be permitted to leave the school at recess or at any other time before the regular closing hour, except as follows:

1. When a pass has been issued by the school office at the request of the parent or guardian.
2. When pursuing an approved schedule of school activities that require the pupil to leave the school (example: field trips).

Pupils shall be instructed to go home, or elsewhere as directed by the parent or guardian, immediately following the close of the school day unless attending a regularly organized program of instruction, recreation, or school activities which follow the dismissal of school. Pupils shall be required to remain on the school grounds while waiting for the school bus following dismissal.

All communication regarding attendance needs to be brought to the attention of the office. Please send confirming notes when your child will not be in attendance or needs to leave early.

SCHOOL MEALS

Students may bring their lunch or purchase food in the cafeteria. Kewanee Food Service provides a balanced meal at a reasonable cost. Both breakfast and lunch are offered to all students. Students bringing their lunch are responsible for making the contents appropriate and healthy in nature. Please refrain from bringing soda, energy drinks, candy or other inappropriate sack lunch items.

The automated lunch system is set up as a family account and is a pre-paid system. Deposits must be made by 9:30am so that the money can be posted before lunch time. Please enclose your payment in an envelope with parent(s) or guardian(s) name, students name and amount enclosed. Payment envelopes are available in the main office and from the cashier if needed.

Students will be responsible for keeping track of their account balance. They may ask the cashier for their balance as they go through the lunch line. If an account reaches a negative balance, students may receive a full breakfast and lunch, but no additional items may be purchased. If an account reaches a negative balance of \$10 or more, they **will not** be allowed to purchase any items including breakfast or lunch. They will be offered a supplemental meal (peanut butter or cheese sandwich and milk). **No ala carte sales are allowed with a negative balance on an account.**

Parents and/or students who feel they make the economic guidelines for free and reduced breakfast / lunch and fee waiver program must complete an application and return it to the main office of the school. Application forms and instructions are given to each household at registration. Additional application blanks are available in the main office.

Daily Meal Prices Are As Follows:

Student Lunh	Elementary \$ TBA	Junior High \$ TBA
Student Breakfast	\$ TBA	
Milk	\$ TBA	Orange Juice \$ TBA

Students who qualify may receive free or reduced lunches. The cost for a reduced student breakfast is TBA and the cost for reduced lunch is TBA. Please contact the school office for information.

Leaving School Grounds for Lunch

Students may be excused from their lunch period to eat lunch with their parents, grandparents or guardian. A note must be brought to the Principal at least 1 day prior.

Students that are friends of the family may not accompany other families on these lunch trips.

PARENT - TEACHER CONFERENCES

Parent - teacher conferences are held twice a year. The first conference is in the fall, shortly after the end of the first grading period. The second conference is in the spring. These conferences are held in an effort to keep the parents aware of their child's progress and activities. You are encouraged to take advantage of the opportunity to meet with the teachers. Attending a parent - teacher conference is a great way to show your child you care. When you show strong interest in your child's school life, he or she is likely to have a positive attitude, feel proud, and enjoy school more. Please check the school calendar for the conference dates.

REQUESTING TEACHERS

Some parents may be interested in their children being placed with a particular teacher. Each year, students are placed in heterogeneous groups to provide the best learning environment for all students. Because of this approach, many times it is difficult to accommodate requests from parents. If there are extenuating circumstances and a parent feels compelled to make a request, only those received in writing prior to the end of the current school year will be considered for the next school year.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent 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.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

All student records are open to parental inspection. Parents wishing to review their child’s records shall contact the school to make an appointment with the principal. The principal or other designated school personnel will then explain and interpret the student records to the parents. All student permanent records shall be kept for sixty years after graduation or withdrawal from the district. Temporary student records will be destroyed five years after graduation or withdrawal from the district. Parents have the right to request copies of official records pertaining to their child.

PPRA MODEL NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 1232h, requires Kewanee CUSD #229 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

DISCLOSURE OF DIRECTORY INFORMATION

Kewanee District #229 designates the following information as “directory information”: Student names, addresses, telephone numbers, dates of attendance, date of birth, grade level, etc. are not seen to be an invasion of privacy if released to an outside organization (yearbook company, military, etc.) Parents may request that this information not be released and must do so in writing no later than October 1 of the current school year.

STUDENT PHOTOGRAPHS

If parents do not want their children to be photographed for school pictures, newsletters, newspaper articles, etc., the school must be contacted in writing. This request can be made at any time during the school year.

VISITING THE SCHOOL

1. Please make prior arrangements with the teacher and/or the principal if you would like to observe a class or meet with the teachers and/or the principal.
2. Parents are encouraged to visit. On occasion, conferences will be called by a staff member or requested by the parent when it is necessary to discuss concerns of the child.
3. Guests of students other than parents are prohibited.
4. Students and teachers should immediately direct visitors, strangers and vendors who enter the school building to the main office for sign in and identification purposes.
5. When visiting, we ask that you follow these guidelines:
 - A. Parents must give the teachers prior notice of the visit.
 - B. Limit the time of the visit to one hour or less.
 - C. Arrange a baby-sitter for your other children.
 - D. Remember a visit is for class observations, not a conference time with the teacher.
 - E. Wear a button provided by the office, indicating you are a visitor.
 - F. Sign in and out on a form located in the office.

INSPECTION OF LEARNING MATERIALS

Parents are invited to review and ask questions of any learning materials used in our schools.

LOST AND FOUND

A lost and found box will be located in the building. Anyone missing personal items should check this box. At the end of the school year, items not claimed will be given to an organization that benefits people in need.

PARENTAL CONSENT OF PROTECTION OF STUDENT RIGHTS

No student shall be required, without the prior written consent of parents, to submit to a survey, analysis, or evaluation that reveals personal information concerning the student or the student’s family.

PEST CONTROL

Our schools are treated on a monthly basis for pests. This is done when children are not in the building. Parents may obtain a schedule of applications from the district office.

PROCEDURE FOR THE WAIVER OF SCHOOL FEES

Students may qualify for the waiver of school fees. If you feel your child qualifies you may wish to obtain an application from your child’s principal.

ACADEMICS

ELEMENTARY GRADING STANDARD

A+	100	B+	92-91	C+	84-83	D+	76-75	F	69-0
A	99-95	B	90-87	C	82-79	D	74-72		
A-	94-93	B-	86-85	C-	78-77	D-	71-70		

JUNIOR HIGH GRADING STANDARD

GRADE EQUIVALENT

A	100 - 90	A - Excellent Progress
B	89 - 80	B - Above Average Progress
C	79 - 70	C - Average Progress
D	69 - 60	D - Below Average Progress
F	59 - 0	F - Unsatisfactory Progress

TEXTBOOKS

Students are responsible for the textbooks issued to them. The textbooks should be returned to the school in the same condition in which they were issued. If a student damages or loses a textbook, he/she will be held responsible for the replacement or rebinding cost of the book.

LIBRARIES

The school library is available to all students. Students are responsible for material they check out. Students are subject to fine when they have overdue material(s).

FIELD TRIPS

Teachers are encouraged to take their classes on no more than two educationally oriented field trips. Notice will be sent home whenever your child's teacher contemplates such a trip. Permission to attend such trips may be approved by parents during registration. Expenses for trips and other instructions will be communicated to parents as needed. All elementary and junior high students are expected to have attended school at least 90% of the time and be in good standing academically and behaviorally to be eligible to attend. All final decisions will be made by the school administration.

TEACHING STYLES

Teachers teach using differing styles of teaching just like parents parent differently and students learn differently. No two teachers are exactly alike. Part of the characteristic of American education is the variety of styles that children can experience over the course of their education. This should be viewed as a strength rather than a weakness.

PROGRESS REPORTS

Midway during each nine-week period, a report on progress may be mailed to a student's parents. The purpose of this report is to warn parents about those areas where a student is working below average. Parents may check their child's current quarter grades using skyward family access and will be available to elementary as well as junior high parents throughout the year. Skyward family access usernames and passwords may be requested at the Central School office. The student then has a sufficient period of time to concentrate on these areas before permanent grades are issued on the report cards. Report cards will be issued at the conclusion of each nine-week period.

HONOR STUDENTS

At the conclusion of each nine-week period, progress reports will be examined and the following standards will be followed to determine our honor students.

HIGHEST HONORS	All A's
HIGH HONORS	All A's and No more than 2B's
HONORS	All A's and B's

All honors levels also require that elementary students are making satisfactory progress in 80% or more of their non-graded subject areas.

RETENTION

Students may be retained if, in the judgment of the teachers and the administration, they have not learned the skills needed to progress to the next grade level. Teachers will use benchmarks, standardized and teacher created assessments

to make these determinations. Social promotion or promotion due to age, ability, physical size or maturity is against Illinois school code and will not be practiced.

JUNIOR HIGH PROMOTION REQUIREMENTS

The criteria for promotion in junior high are set on a point scale. The core subjects of English, Math, Social Studies, and Science are worth two points each. If the student has a yearly passing average of sixty per cent or higher, they will receive their two points for that subject. The supporting classes of Art, P.E., Computer, Reading, and Industrial Arts are worth one point each. If the student average is sixty per cent or higher, they would receive one point for that subject. If a student passes all their classes, they would receive a maximum of fourteen total points. The student must have eleven total points to be promoted. If a student fails one core class, but has eleven or more points, they would be encouraged to sign up for summer school. **If a student fails two core classes, summer school will be mandatory to be promoted, and the student will not be allowed to participate in promotion exercises. If a student fails three or more core classes and supporting classes and their point total does not total eleven, the student will be retained.**

Students must also pass the U.S. Constitution Test in accordance with Illinois State law to be considered for promotion. The parents of all students being considered for retention will be notified of this possibility at the end of the second quarter. Letters will also be sent to parents near the end of the school year to clarify the point total for their student and their status for participating in the promotion ceremony.

At the junior high level, 30 or more days of absences per year may be cause for retention. For this purpose, "absences" includes all absences, whether or not excused, (except absences explained as necessary in a doctor's statement) and all periods of suspension out of school. Loss of credit or retention may be reviewed by the Board of Education upon recommendation of the Superintendent. Students who must attend summer school may have the decision to repeat a grade delayed to see if performance in summer school has improved.

DETERMINING JUNIOR HIGH FINAL GRADES

The following process will determine final grades for students in grades 7 and 8. Teachers will issue appropriate letter grades based on the percentage earned by the student for a particular grading period (quarter). The information below shows a point equivalent for each letter grade. Points will be totaled for each of the four quarters and then divided by four to determine the point equivalent for the final grade. All final grade determinations will be approved by the building principal.

- (A+) 12 points (B+) 9 points (C+) 6 points (D+) 3 points (F) 0 points
- (A) 11 points (B) 8 points (C) 5 points (D) 2 points
- (A-) 10 points (B-) 7 points (C-) 4 points (D-) 1 point

JUNIOR HIGH PROMOTION RUBRIC

7 th and 8 th Grade	Promotion Rubric	Total
Social Studies	2 pt.	
English	2 pt.	
Math	2 pt.	
Science	2 pt.	
Reading & Writing	1 pt.	
Computer	1 pt.	
Physical Education	1 pt.	
Art	1 pt.	
Health	1pt	
Constitution Test (8 th Grade Only)	Pass/fail	
SEL/Homeroom	1pt	
Attendance	_____ days missed	Grand total: /14pts

- 11 pts required for promotion

HOMEWORK

Homework may be required of students at many grade levels on a daily basis. Homework can help a student develop the habit of independent study, give practice in basic skills, and help learn the need for budgeting time. It is not given for the sake of keeping the student busy.

SPECIAL PROGRAMS

TITLE I

The goal of Title I is to close the achievement gap for all students in their reading and/or math programs. The students meet with the Title I funded teachers in small groups. Title I instruction is planned to meet the specific learning needs of each child to help them reach grade level.

TITLE I SCHOOL PROCEDURE

Kewanee District #229

All parents of participating children shall be informed about their school's Title I Program at the annual Fall Open House.

Other parent meetings will be held 30 minutes prior to Family Nights. There will be an all district presentation concerning the Title grants at the May or June school board meeting.

All parents will receive a Parent, Student, and Teacher Compact that will be signed by the parents, students and teachers.

Parents will be given up to date information about their children in the form of quarterly report cards, phone calls as needed, parent-teacher conferences, ISAT and Achievement Test results.

Five parents of Title I students will be included on the School Parent Involvement Committee to help plan family nights and work with the faculty on the School Improvement Plan and Internal Review.

Each school will give all parents a School Report Card.

PHYSICAL EDUCATION

Seventh through eighth grade students have physical education on Monday, Wednesday and Friday for forty-five minutes. Grades 4-6 have 40 minutes on Tuesday and Thursday each week. Physical conditioning of each student is stressed in physical education along with cleanliness, safety and having an enjoyable time. Incorporation of a wide range of interests along with activities that will carry over in future years is the basis of the physical education program. Please be sure your child has gym shoes as well as shoes for outdoor use on the playground.

SPECIAL EDUCATION

Special Education services are provided through the Henry-Stark County Special Education cooperative and Kewanee District #229. Services are made available on a specific need basis. If you suspect your child may have a special education need, you may request that a referral be made for the necessary services. School personnel may also initiate such requests. See your building principal for further details.

RESPONSE TO INTERVENTION (RTI)

The RTI process is a multi-step approach to providing services and interventions to students who struggle with learning at increasing levels of intensity. The progress students make at each stage of intervention is closely monitored. Results of this monitoring are used to make decisions about the need for further research-based instruction and/or intervention in general education, in special education or both.

STUDENT HEALTH AND SAFETY

SAFETY BETWEEN HOME AND SCHOOL

For security sake we wish that we could give bus service to every student in the school district. However, Illinois law not only doesn't reimburse us for students that live closer than 1.5 mile from school; it also takes money from us as a penalty for transporting students who live closer than 1.5 mile from school. Parents whose children are experiencing bullying or threats between home and school should call the principal for advice on how to deal with the problem.

Share the advice below with your child on dealing with strangers.

- Children should refuse to obey strangers.
- Try to remember what the person and car looks like.
- Get the license number of the car.

- Go to the nearest home for help.
- Have the resident of the home call police.
- Notify school authorities.

SCHOOL NURSE

A school nurse is either present or on call at Central School on a daily basis. All medical or health concerns will be communicated to the nurse as needed. If there is information related to student health concerns, allergies, etc., it needs to be updated annually.

VISION SCREENINGS

The vision screening given by the school nurse is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Public Act 93-0504

INCLEMENT WEATHER

In case of early dismissal due to dangerous weather the school district will send out a k-12 alert and announcements will be made on local radio stations. Parents are encouraged to sign up for the district's k-12 notification system. Parents who will not be home must make arrangements for their children to get into the house or go to their scheduled sitter. An announcement will be made on these radio stations: **WKEI 1450 AM, WJRE 102.5 FM**

Students will be allowed to be in the buildings, rather than outside when the wind chill factor is 10 degrees Fahrenheit or lower. The Principal and teacher on duty will make the final decision.

MEDICINE

Parents have the primary responsibility for the administration of medication to their children. The School Board recognizes that when parents cannot administer such medication to students during the school day, or when it is medically necessary to address the health needs of a student during normal school hours, school personnel will address such problems.

The School Board further recognizes that it has a duty to treat student medical emergencies that occur during the school day or during school-sponsored activities. The School Board hereby states its intention to comply with the laws of Illinois concerning the administration of student medication and treatment of student medical emergencies.

Any family that sends medications to school assumes complete legal responsibility for the medication sent to school. Necessary medications must be brought to the school office in the original container appropriately labeled by the physician or pharmacy. Forms must also be signed by the family and physician.

The school district retains the right to reject requests for storage of medications in the office of the principal or in the office of the nurse. Necessary medications shall be kept in a locked cabinet.

Parents should encourage the physician to prescribe the dosage of all necessary medication to occur before or after school hours.

Guidelines for necessary consumption of medication at school:

- a. The parent(s) must instruct the students concerning the dosage of the medication and know that it is the parent's responsibility to see that the medication is taken.
- b. A record of the prescription shall be made and filed in the student's health folder.
- c. No prescription or non-prescription medications other than that which is authorized by the physician and parent are allowed in any of the schools.
- d. Whenever a child has been absent from school on account of illness for five (5) consecutive days, the parent must send a note from the physician or school nurse, stating that the child may be readmitted.
- e. A physician's permit must be obtained in case of any contagious disease, pneumonia, or following surgery or serious injury.

ILLNESS

We are concerned about the health of all of our students. If your child is sick, keep him or her home; otherwise, your child will be expected to participate in all activities. Remember, sending a sick child to school only spreads the "bug" to others. If a situation arises during the school day when a child becomes ill, or is sent to school sick, he/she will be sent home after parents have been notified and proper arrangements have been made to pick up your child. Again, we have the responsibility of providing a healthy learning environment and if a student endangers this environment, we have an obligation to send that child home.

INJURIES AND ACCIDENTS AT SCHOOL

First aid is given for minor injuries. In case of more serious injuries, parents are notified. If we cannot reach the parent or local friend listed on the emergency card, we will contact the rescue squad and the doctor that is listed on the emergency card. Please make sure that your emergency card is updated.

Frequently when students experience accidents and injuries at school, parents feel that the school is somehow responsible to pay all bills related to treat the injury. This is not the case. Illinois law is clear that neither the school nor the school district is responsible to pay for the treatment of injuries. Parents are strongly urged to have health and hospitalization or accident insurance.

FIRE AND DISASTER DRILLS

Fire and disaster drills are conducted regularly in an effort to acquaint teachers and students with the necessary actions required to provide maximum safety for all students. Also, they are guided through drills and assigned specific areas of safety where they are to go when a fire/disaster signal is given.

ASBESTOS

An asbestos management plan for all of Kewanee Community Schools is on file in the office of Superintendent, located at 1001 N. Main Street in Kewanee. Also, a plan is on file in each school building. The public is welcome to review this plan at any time without restriction.

Asbestos abatement was performed in Franklin, Irving, Belle Alexander, and Kewanee High schools during the spring and summer of 1989 and 1990. The schools follow strict guidelines of periodic inspections and meet all requirements of the Illinois Department of Public Health.

STUDENT ASSISTANCE PROGRAM

Central School offers assistance to regular education students in the areas of academics, organization and social and emotional difficulty through the building BBT Team (Building Base Team). Requests for assistance can be made by parents or guardians at any time during the school year.

TRANSPORTATION

BUS TRANSPORTATION

For most issues dealing with busing, including schedules, contact the transportation coordinator, or Mrs. Chris Bral, High School Secretary (853-3328). For discipline issues, parents should call the child's principal.

Bus transportation will be provided for all students that qualify by state law. Every precaution is taken to see that the child arrives at his/her destination safely. Anything that happens on the bus to divert the driver's attention from his/her job endangers the safety of the riders and is not acceptable behavior. It is therefore essential that the student conduct himself/herself in a respectable manner at all times.

Getting on the school bus on time is the student's responsibility. Students absent because they missed the bus will be considered an unexcused absence. Drivers will not take students into driveways or lanes unless the student must walk more than .25 mile. There must be sufficient turnaround space for a bus.

INSTRUCTIONS FOR SCHOOL BUS RIDERS

A. Jurisdiction

School bus riders, while in transit, are under the jurisdiction of the school bus driver. All school rules apply while using the bus.

B. Boarding the Bus

1. Be on time at the designated school bus stop-help keep the bus on schedule.

2. Stay off the road at all times while waiting for the bus.
3. Be careful approaching the place where the bus stops.
4. Do not move toward the bus until it has been brought to a complete stop.

C. Seating Arrangements

Students may be assigned seats for bus routes.

D. Behavior

1. Be courteous to fellow pupils and the bus driver and help look after the safety and comfort of smaller children.
2. Stay seated in the bus seat. Do not change seats.
3. Keep windows closed unless the driver gives permission to open them.
4. Keep books, packages, coats and all other objects out of the aisles and do not leave such articles on the bus.
5. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus. Treat bus equipment as you would valuable furniture of your own home.
6. Never tamper with the bus or any of its equipment.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in an accident. No electronic devices are allowed.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. No animals are allowed on the bus.
11. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.

E. Leaving the Bus

Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by proper authorization from a school official.

Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.

BUS DISCIPLINE PROCEDURES

1st Offense- The bus driver will warn students whenever they fail to comply with the rules.

2nd Offense- The bus driver will turn in a written misconduct report to the administration. Parents will be notified.

3rd Offense- The bus driver will turn in a written misconduct report to the administration. Parents will be notified. Disciplinary action will be taken of either detention or modified suspension.

4th Offense- Suspension from riding the bus for 1-10 consecutive days. The administration shall contact the parents prior to the suspension.

Serious misbehavior may result in the student losing his/her riding privilege or suspension regardless of the number of offenses.

EXTRA CURRICULAR ACTIVITIES

ELEMENTARY SCHOOL

Tackle Football (5th and 6th)

K-Kids

Wrestling (5th & 6th)

Basketball (4th-6th)

Volleyball (4th-6th)

Track (6th)

JUNIOR HIGH SCHOOL

Tackle football

Pom poms

Wrestling

Track

Cheerleading

Builders Club

Volleyball

Basketball

Students who participate or are spectators at extra-curricular activities are subject to the same rules as they are during class time. Suspension from academic activities means suspension from extra-curricular activities and practices.

DANCES

Students from Central School may attend any planned dances if they are in good standing, both academically and behaviorally. The Principal and staff will determine specific guidelines to be met in order to attend. High School students and students from other schools may not attend Central dances.

JUNIOR HIGH ELIGIBILITY for Extra Curricular Activities

Eligibility is turned into the office on Friday and affects the following Monday through Sunday. If a student is ineligible for any 3 weeks during the season, they may be removed from their respective team or organization at the discretion of the coach and administration. During their week of ineligibility, they are allowed to attend practices but not participate in any games. The coach of the sport can make specific team rules about participation in practices.

To remain eligible, Students may not fail more than one subject in any one week. Failure to meet these criteria will result in a week of ineligibility. In Track, Central is a member of IESA. IESA eligibility states students may not fail any subjects in order to participate. We follow IESA policy during the track season. Any student, in track, that is ineligible may not travel to away contest. If a student, in any sport, has excessive ineligibility, he/she may not travel to away contests. If a student athlete is suspended it could affect planning time depending on the severity.

A nonpublic student, who attends a District school for at least one-half or the regular school day, excluding lunch, shall be eligible to participate in extracurricular activities, provided his or her participation adheres to regulations established by any athletic association in which the School District maintains membership. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulation, and rules that are applicable to other participants in the activity.

Students who are retained in either 7th or 8th grade will not be considered academically eligible to participate in extra-curricular activities for the following school year.

REMOVAL FROM EXTRACURRICULAR PROGRAMS

A student may be removed from form a team or group if he/she receives, but not limited too, the following:

1. One O.S.S during the time of the activity
2. Two I.S.S during the time of the activity
3. Three Office Detentions in a one week period during the time of the activity

Your signature indicates that you have read Kewanee Community Unit School District 229's Internet and e-mail use policy found on pages 11-12 of the school handbook. I understand that it is a privilege, not a right. I also understand that access if issued, shall remain in effect through the remainder of my career in the Kewanee Community Unit School; District 229, unless suspended or terminated by either the District, Parent or Guardian, or myself.

Your signature does not mean that you agree with each and every provision of the policy. However, it does indicate that you will abide by the regulations set forth in the above policy.

Student: _____

Date: _____

My signature verifies the fact that I have read the Kewanee Community Unit School District 229 Internet Acceptable Use Policy and understand that should my student violate its provisions, he/she could be subject to serious disciplinary action including immediate loss of computer use and, in the worst case, criminal legal action. I understand that I may be held financially responsible for any expenses incurred through my son's or daughter's misuse of the district's networks. I also understand that access if issued, shall remain in effect through the remainder of my student's career in the Kewanee Community Unit School District 229, unless suspended or terminated by either the District, Student, or myself.

Parent Signature: _____ **Date:** _____

Use of Privately Owned Computers Policy

I have read and understand the guidelines for privately owned computers on school District Premises. I understand that the Kewanee Community Unit School District #229 will not be responsible for any loss or damage to the personal computer or the data it contains. I understand that inappropriate use will result in discipline action. I will abide by the stated terms and conditions set forth in this document. It is further understood that liability for loss or destruction of personal property is not covered by District insurance. Furthermore, it is understood that financial restitution will be required when due care is not followed and the school infrastructure or operations are harmed.

I give my permission for my daughter or son to bring a personal computer onto the District Premises.

Student Name _____ Date _____

Parent Name (Print) _____ Signature _____

Use of Student Photographs

Kewanee School District requests that each parent and/ or guardian return a permission slip regarding the use of their child's name or image for media purposes. Media may be in the form of a public newspaper or a Kewanee District #229 webpage. Permission must be received from parents or guardians in order for a student to have their name and/ or picture posted in any of these media. Please circle approved use of pictures/ digital images below and sign at the bottom of the page. Detach form from the handbook and return it to the Central School office.

Student Name _____ Teacher/ Grade _____

Relative to my child, I hereby give permission to:

- Allow a recognizable image, still or video, in a local newspaper or news broadcast in connection with an event, award or activity at Central School. I understand that this image will only have my child's name attached unless additional permission is given at the time of publication.
Yes _____ No _____
- Incorporate a recognizable digitized image, still or video, on a Kewanee school or district website, along with their first and last name to publicize an event, award or activity at Central School.
Yes _____ No _____
- Use my child's first and last name on our school or district internet page in connection with student work, list of awards or reporting of any event or activity at Central School.

Yes

No

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date _____

NOTE: If your child’s name or picture accidentally appears on the school or district website, please contact Central School immediately and it will be removed. Thank you.

PARENT / TEACHER / STUDENT COMPACT

It is our belief that student performance will improve as a result of our cooperative efforts to support this compact. This is a three-way partnership with a specific goal in mind. It is imperative that each person assume his or her responsibilities.

Parent Responsibilities

- Provide a quiet place to do homework
- Set aside a specific time to do homework
- Study area should be well-lit and well-equipped with pens/pencils, paper, ruler, crayons/markers, glue, dictionary, etc.
- Look over homework assignments to check for understanding
- Be available to volunteer and participate in school activities
- Sign and return all papers that require a parent’s or guardian’s signature.
- Encourage positive attitudes toward school
- Require regular school attendance
- Attend parent-teacher conferences

Student Responsibilities

- Ask the teacher any questions about the homework
- Take home materials and information needed to complete the assignment
- Complete homework in a thorough, legible, and timely manner
- Return homework on time
- Return signed homework form
- Comply with school rules
- Attend school regularly
- Respect the personal rights and property of others

Teacher Responsibilities

- Provide quality teaching and leadership
- Assign homework using grade-level form
- Inform parents of child’s progress in quarterly reports
- Give corrective feedback
- Recognize that students are accountable for every assignment
- Check that homework has been completed and homework form has been signed by parent/guardian
- Hold at least two teacher-parent conferences

Teacher Signature: _____

Student Signature: _____

Parent Signature: _____

PLEASE SIGN, REMOVE AND RETURN TO THE CENTRAL SCHOOL OFFICE