

STUDENT HANDBOOK
Kewanee Community Unit School District #229
Irving Elementary School
Grades 2nd - 3rd

District Mission Statement:

The mission of the Kewanee Community Schools is to prepare our students to meet the demands of life by enabling all students to achieve their full potential, become life-long learners, to develop decision-making and work place skills, to become capable of adapting to an ever-changing world, and to become innovative, logical, and organized thinkers.

District Vision Statement:

Kewanee Community Schools will become a leader in the discovery and development of the potential of every individual that we have a responsibility for in a community of diverse needs and talents. We will be the standard by which other schools and districts measure their performance. Our hallmark will be the innovation, initiative and teamwork of our people and our ability to anticipate and effectively respond to change and create opportunity.

Irving School Mission Statement:

Irving Elementary School will prepare all students to be lifelong learners, critical thinkers, effective communicators, and wise decision makers. The school will maintain a safe, orderly, and supportive environment that promotes intellectual challenge, creativity, social and emotional growth, encouraging positive home, school, business, and community relations that support student achievement, health, and physical development.

Irving School Vision Statement:

We are committed to motivating and educating students to learn in a caring school community.

Kewanee School District 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 to promote learning for all students 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 individuals can become lifelong learners.
9. We believe that all individuals have a right to work and learn within a safe and caring environment.
10. We believe that all students can learn given sufficient time, appropriate support, and relevant, diverse educational experiences.
11. We believe that quality work is a necessity and that it involves being open minded, willing to risk, change and grow.
12. 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.
13. We believe that all individuals can learn to make responsible choices.

2018-2019 Irving School Improvement Goals

- **To increase student performance in reading and math**
- **To implement effective, scientifically based RTI practices in accordance with Illinois law**
- **To close the home/school/community gap**
- **To continue implementation of social and emotional learning standards**

TIME SCHEDULE

Time- 2nd Grade	Second Grade	Time – 3rd Grade	Third Grade
7:30 a.m. - 8:00 a.m.	Arrival/Breakfast	7:30 a.m. - 8:00 a.m.	Arrival/Breakfast
8:05 a.m. – 8:10 a.m.	Pledge of Allegiance Attendance/Lunch Count	8:05 a.m. – 8:10 a.m.	Pledge of Allegiance Attendance/Lunch Count
8:15 a.m. – 10:55 a.m.	Instructional Classroom	8:15 a.m. –10:55 a.m.	Instructional Classroom
10:55 a.m. - 12:30 a.m.	Recess/Lunch	10:55 a.m. – 12:30 p.m.	Recess/Lunch
12:30 p.m. - 2:40 p.m.	Instructional Classroom	12:30 p.m. - 2:40 p.m.	Instructional Classroom
2:40 p.m.	Dismissal	2:40 p.m.	Dismissal

NOTE: Teacher supervision does not begin until 7:45 a.m. Staff members and breakfast supervision will be in the gym prior to 7:45 a.m. For the safety of the students, we request all students to report to the gym if they arrive prior to the 7:45 a.m. arrival time.

1. Students may enter the school building at 7:30 a.m. for breakfast in the gym. Students should be on the school grounds by 8:00 a.m., when the line-up bell sounds.
2. When the bell rings, students line up on the playground in their class line. Teachers will lead students into the building.
3. 8:15 a.m. is the tardy bell. Students arriving after 8:15 a.m. must be accompanied by an adult and signed into school.
4. Students are expected to immediately leave school grounds when school is dismissed. Students attending after school programming should report to the gym.
5. Parents must wait in the main lobby area to pick their children up after school.
6. Students will wait for parents to pick them up on the West playground/doorway. Please consider this when planning a meeting spot for your student.
7. Additionally, all after school arrangements must be completed a minimum of an half an hour before the bell rings (2:10 p.m.) in order for the arrangements to be made.

BEHAVIOR EXPECTATIONS AND DISCIPLINARY ACTIONS

In order to guarantee all students in our school the excellent educational climate they deserve, student will not be allowed to prevent a teacher from teaching or classmate from learning. Students at Irving are expected to behave respectfully toward themselves, others and property at all times. The 3R's guide the behavior of *our* learning community. It emphasizes the individual's choice to make wise decisions.

Students are expected to demonstrate responsible and reasonable behavior towards adults and other children throughout the day, including before and after school and during the lunch hour. We expect students to accept others' differences; express feelings appropriately, solve conflicts through peaceful efforts, and work and play together. The school has a school wide system in place (PBIS) to reward those students who master these skills.

Those students who have difficulty following *the school's* 3R's will receive a consequence appropriate in response to their behavior (for example, a warning, time out, *parent* contact, a referral home, referral to principal, lunch detention, exclusion from field trips and, most seriously, a suspension from school). If disciplinary action *warrants*, parents will be notified. Should any rules within this handbook change, notes will be sent home with the students.

WHERE SCHOOL RULES APPLY

School rules and consequences 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 has a reasonable relationship to school
3. Traveling to or from school on the bus or a school activity, function or event

Please see the charts below for the main behavior expectations at Irving:

3R's		CLASSROOM	HALLWAYS	PLAYGROUND	LUNCHROOM	RESTROOM	ASSEMBLY/ SPECIAL EVENTS	ARRIVAL/ DISMISSAL BUS LINE	SCHOOL BUS
Achieving	Respect Ourselves	Listening ears	Walk on the black line	Dress for the weather	Take recess items with you to lunch	Respect your privacy	Pay attention	Be on time	Stay in seat
		Watchful eyes	Walk safely	Use your big voice	Pick up tray items needed for lunch	Flush	Stay seated, criss cross apple sauce	Be ready	Listen to adults
		Be ready to work and learn	Walk with hands and feet to yourself	Play safely	Eat	Wash hands		Use correct door	Pay attention
		Try your best			Stay at your table until dismissed				
		Turn In your homework daily			Use restroom				
Out	Respect Others	Be helpful	Walk on the right side	Follow line basics	Follow line basics	Respect others' privacy	Be a good listener	Follow line basics	Use soft voice
		Use soft/quiet voices	Walk together with your line	Show kindness	Use soft voices	Use restroom quietly	Watchful eyes	Wait in correct area	Body basics
		Follow body basics	Walk softly	Use school language	Use school manners	Listen to adults	Be respectful of presenter	Keep hands and feet to self	Use school language
				Listen to adults		Respect personal space			
				Keep your hands to yourself		Follow directions			
Start	Respect Property	Keep room clean	Walk with hands at your side	Play safely with equipment	Clean up area	Keep clean	Bring only requested items	Wear your book bag correctly	Keep book bag closed
		Keep desk clean	Respect work & posters on walls	Share	Be respectful of coats & lunch bags	Use materials correctly	Help keep area clean	Personal property should stay at home (i.e. toys & electronics)	Keep all items in book bag
		Use planner daily		Respect the fence and school boundaries					

Minor Problem Behavior	Definition: Faculty and Staff will handle this in the area in which it occurs
Defiance/Disrespect	Student engages in brief or low-intensity failure to respond to adult requests.
Property Damage	Student engages in low-intensity damage of property. (example: throwing paper towels in the bathroom and not in the trash basket)
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
Inappropriate Language	Student engages in low-intensity instance of inappropriate language.
Harassment/Teasing	Student inappropriately harasses or teases another student.
Vandalism	Student engages in low-intensity damage of property.
Fighting/ Physical Aggression	Student engages in non-serious, but inappropriate physical contact.
Disruption	Student engages in low-intensity interruptions but will stop when asked.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.
Major Problem Behavior	Definition: Results in an Office Referral home and other consequences to be determined
Defiance/Disrespect/ Insubordination	Student engages in repeated refusal to follow directions, talks back and/or delivers socially rude interactions.
Property Damage	Student participates in an activity that results in destruction or damage of property.
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules and results in harmful results.
Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
Inappropriate Language	Student delivers verbal messages that include swearing, name-calling or use of words in an inappropriate way.
Harassment/Teasing	Student uses gesture, dress, and/or speech to display affiliation with a gang. Student delivers disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. <i>*Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</i>
Vandalism	Student participates in an activity that results in destruction or disfigurement of property.
Fighting/ Physical Aggression	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
Disruption	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talking, yelling, or screaming; noise with materials/body parts; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Other	Student engages in any other major problem behaviors that do not fall within the above categories.

IRVING CONSEQUENCES

If at all possible, Irving faculty and staff will make a first attempt to teach and practice with students the 3R's. However, at times, further consequences may be needed. In those cases, the following may be implemented:

1. Initially, faculty and staff will conference with student and assign detentions.
2. Referrals may be issued by the Teacher or the Office, and is dependent on the severity of offense.
3. On the third office referral, it is strongly recommended the parent attend a conference with the PBIS team and teacher to discuss further interventions. Home visits are possible at this point.
4. Further offenses may result in more severe consequences such as in school suspensions, out of schools suspension and the loss of classroom/field trip privileges.

OTHER CONSEQUENCE OPTIONS

The following list contains optional consequences and may be implemented by appropriate school personnel.

1. Personal counseling.
2. Withholding *of* privileges.
3. Seizure *of* items banned *from* school.
4. Suspension *of* bus riding privileges, provided that appropriate procedures are followed.
5. Notification of police and/or juvenile authorities whenever the conduct involves breaking the law, illegal drugs (controlled substances), look-alike weapons, alcohol, *or* weapons.
6. Notification of parent(s)/guardian(s).
7. Removal from classroom.
8. Alternative education placement *for* disciplinary purposes *for* a period not to exceed 10 school days. The building principal or designee shall ensure that the student is properly supervised.
9. 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. A suspension from school will be utilized when a student has grossly misbehaved; or when a student has continually misbehaved, and the regular channels of working with the student have failed to help the student improve behavior. When a student is suspended, the parent is expected to escort the student from school and attend a conference with the principal. Proper notification is provided.
10. Detention provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher *or* the building principal *or* designee.
11. 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.
12. 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.

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.

DUE PROCESS

All students in the schools have the right to an explanation and discussion of the rules they have broken.

- The school's responsibility: To provide a safe and orderly environment.

- The student's responsibility: To obey the rules and avoid conflicts.
- **The parent's responsibility:** To support the enforcement of the rules and to teach their children appropriate learning behaviors.

BULLYING

Bullying behavior is not accepted at Irving Elementary. We promote community partners to help teach the students about bullying type behavior and how to handle the situation. The steps are:

1. Use your “big” voice to the other student and ask them to stop.
2. Report the bully to a supervisor/teacher/principal immediately while the situation is happening.
3. Continue to report the incident and potentially set up an appointment to come in and discuss it with the teacher and/or principal.

Please Note: We promote resolving conflict peacefully.

CLOTHING

It is recommended that both girls and boys present themselves in a neat and clean appearance. Parents are encouraged to see that their child is properly dressed before he or she leaves for school. This includes:

- Shoes must be worn at all times.
- For the safety of your student, flip-flops are not allowed.
- Clothing should be appropriate to the learning culture.
- Bare midriff outfits, slashed clothing, spandex, halter tops and see through tops cannot be worn in school.
- 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 causes a disruption in the classroom are not acceptable.
- 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 not allowed must change into alternate attire or, in the case of a shirt, turn the shirt inside - out. Additionally we will be outside *everyday* as long as the temperature is above **10 degrees** and not raining or extremely windy. Please make sure your student has the proper outside attire.

ITEMS BROUGHT TO SCHOOL

Electronic games, CD players, headsets, radios, toys, cell phones and large amounts of money should not be brought to school. Additionally, children are NOT TO bring to school play guns, knives or any other toy that resembles a weapon. The school will not assume responsibility for these items. Items such as these will be submitted to the principal’s office. It will be the parents’ responsibility to pick them up from the office.

GANG ACTIVITY DISCIPLINE

Under no circumstances will gang 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 related functions if these symbols are substantially disruptive to both male and female students

SMOKING AND USING TOBACCO ON SCHOOL PROPERTY

The Board of Education prohibits smoking and the use of tobacco on school property at any time. 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.

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 adopted an attendance policy which fosters the success of each individual in preparation for their future goals and plans.

EXCUSED ABSENCES

Under the School Code of Illinois 26-2A, only the following are considered excused absences:

- Personal illness
- Death in the family
- Observance of a recognized religious holiday
- Reasons approved by the school administrator.

ABSENCES

- A doctor's note is required after 5 absences per semester.
- Kewanee District #229 works in cooperation with the Regional Office of Education's truancy department, therefore, all unexcused absences are reported to the Regional Office of Education.
- Parents/legal guardians are asked to minimize doctor appointments during class hours unless there is an emergency.
- Parents/legal guardians *must* report their student's absence 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 the child to be admitted or else the student will be considered unexcused and truant.
- Students who become ill during the school day are to get a pass from their classroom teacher and report to the office for the parent to be called. Please be sure to have your information updated for these purposes.
- If a student needs to leave early or arrives late to school, the student must report to the office. A parent/guardian must accompany them and sign them out.
- Illinois Health Code requires students with head lice to go home and be treated. Repeated absences for this reason will be unexcused.

ABSENCES: MAKE-UP WORK

Classroom teachers will provide parents with their procedures regarding "make-up assignments". Special requests for family trips should be reasonable. Although the school is willing to cooperate with parents in these cases, it should be understood that teachers cannot duplicate all missed assignments. Standard assignments such as journal writing or other curriculum-related tasks associated with such a trip will be given whenever possible. Parents are expected to make sure that students complete these special assignments.

PRE-EXCUSED ABSENCE POLICY

Occasionally an unusual family circumstance arises that may necessitate a student's absence from school.

- 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.
- 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 for the entire school day in order to participate in a District extracurricular activity. Emergency situations shall be given due consideration.

TARDINESS

If tardiness becomes habitual, the student shall be referred to the office and may result in an office referral. The teacher will enforce tardiness to class. Please send a written explanation with your child when he/she is tardy. Students leaving school early are also noted and not eligible for perfect attendance.

School Hours for 2018 – 2019

Belle and KHS	8:00 to 2:30
Irving	8:05 to 2:40
Central Grades 4-6	8:15 to 2:45
Central Junior High	8:25 to 2:50

Students who do not eat breakfast should not school arrive at school more than **fifteen (15) minutes** prior to the beginning of the school day except as follows:

- When earlier arrival is made necessary because *of* bus schedules.
- When pupils are requested to come earlier for participation in school activities.
- When the parents *or* guardian has applied for and been granted an exception by the principal.
- No students shall be permitted to leave the school at recess *or* at any other time before the regular closing hour, except as follows:
 - At the request *of* the parent *or* guardian and procedure for signing a student out is followed.
 - When pursuing an approved schedule *of* school activities which requires the pupil to leave the school (example: field trips). Students 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.
 - Students leaving early (prior to the dismissal bell) will not be considered for perfect attendance.

RELEASE OF STUDENTS

To insure the safety of any child released during the school day, the following procedures must take place:

- Written parental permission should be sent to the office/teacher stating the requested time of release. Children will remain in the classroom until the parent arrives at the school.
- If a student needs to be dismissed early for medical or emergency reasons, the parent or guardian must come to the office and sign out the child. All children must be signed out in the office.

Please Note: If any person other than the parent or guardian is to pick up a student, the school must have on file a statement from the parent/guardian specifying all information including name, time and reason for pick up. The school may require identification at the time of pick up.

PERMISSION TO GO HOME WITH ANOTHER STUDENT

Children who wish to go from school to another student's home must bring a note giving permission from parents of both children. Notify the office in advance with your written permission if arrangements of this nature are necessary for your child. Please remind your child that they will not be allowed to call home at the last minute to make after-school arrangements to visit a friend. These students will not be able to ride the bus home unless the student is already on that same bus route.

GRADE SCALE

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

TEACHING STYLES:

Diversity is celebrated in our school among students and teachers. It is research based best practices to teach to the learning styles of every student. While the curriculum will remain the same, teachers will use a variety of teaching practices to teach each student.

REPORT CARDS

Report cards are issued four times a year, at nine-week intervals. The purpose of the report card is to help parents identify the student's strengths and weaknesses and to help teachers evaluate and plan instruction accordingly. Teachers will request a conference with parents at the end of the first quarter and third quarter. Additional conferences are encouraged and may be requested by either the parent or teacher.

PROGRESS REPORTS

Teachers may report students' progress during the mid-point of a grading period through progress reports. Please note that not all students will receive a progress report. These reports are primarily sent whenever a student's academic performance declines a minimum of two letter grades or when an unsatisfactory or failing grade is indicated. Information about work habits may also be reported on interim reports. A parent signature is requested on all progress reports.

STUDENT RECORDS

All student records maintained by the school are open for review by the child's parent or guardian. These records may not be released to anyone outside the school without written permission from the parent or guardian. If you wish to review your child's records, please contact the school and set up an appointment.

WITHDRAWALS AND TRANSFERS

If your child must be withdrawn or transferred from school, please notify the office in writing a week prior to the withdrawal to provide an opportunity for completion of school records and a check of property accountability (textbooks, library books, etc.).

TEXTBOOKS

All library books, basal textbooks and workbooks are issued without a charge to students for use during the school year. Students who lose or damage textbooks and/or library books will be charged a replacement or repair fee.

PROMOTION AND RETENTION

Whenever it the data shows that a student will benefit from another year at the same grade placement, parents will be informed of the student's specific academic needs by the teacher. Communication to parents about a possible retention will take place by the end of the third grading period or the first half of the final grading period. The principal will make the final decision on pupil promotion and/or retention after a review of teacher recommendations.

Students may be retained if, in the data from the teacher and the administration indicate it is necessary. This means a student may show they have not mastered the skills (benchmarks) needed to progress to the next grade level and it is thought that another year in the same grade would enable the skills to be mastered. Each grade level has benchmarks to mirror the required standards and goals of the State of Illinois. The students must

meet these benchmarks to advance to the next grade. Retention is more common at the lower grades and is not to be thought of as failure...merely as an opportunity to succeed.

At the elementary level, 45 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 creditor retention may be reviewed by the Board of Education upon recommendation of the Superintendent.

PARENT-TEACHER CONFERENCES

Parent - teacher conferences are held twice a year. These conferences are held in an effort to keep the parents aware of their child's progress and activities. 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.

INSPECTION OF LEARNING MATERIALS

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

HOMEWORK

Homework is an integral part of the district's comprehensive instructional program. It grows from class work and is an extension and enrichment of the school experience. Homework provides students with the practice of skills, with applications of ideas presented in school and with opportunities for variations consistent with individual student needs and interests.

Responsibility for homework should gradually increase for grades 1st-6th. Homework can help a student develop the habit of independent study, give practice in basic skills, and help learn the need for budgeting time. Please check your child's homework folder each night and his/her planner for the assignments.

Parents assist in making homework an effective learning experience by providing a suitable work space, giving encouragement, showing interest, assisting pupils in budgeting time, avoiding and reducing undue pressure, and understanding that the responsibility for homework rests with the pupil and the teacher. All families are encouraged to set aside time each day to read. This provides time for your children to practice their reading and helps to establish a life long habit. If parents find that their child is struggling with homework, or a pattern of frustration occurs, they should call the classroom teacher. The purpose of homework is to practice and assimilate skills learned in school. It is important for the teacher to know if a child is having difficulty and a phone conference with the teacher should be helpful to parent and teacher.

Student handbooks have been purchased and provided by the Kewanee School District to help increase the communication between parents/guardian and schools. Please use this as a way to write notes, check your student's homework, and check their progress on a daily/weekly basis.

SUGGESTIONS FOR STUDY

Good study skills can help students become more efficient and, therefore, successful. These techniques for learning become routine when regularly practiced. Have a quiet place to do homework where there is a well-lighted desk or table and a comfortable, straight chair. The kitchen or dining room table is just fine! Please **read** to or with your child each day for at least **15 minutes** in addition to any other assignments.

CHARACTER DEVELOPMENT PROGRAM

The following character traits have been adopted by the Board of Education as character traits that we wish to see developed in our students either through teaching in the classroom, personal counseling, and in discipline situations.

honesty	responsibility	compassion	enthusiasm	forgiveness	self-control
integrity	diligence	respect for others	fairness	hard work	respect for property

MATH PROGRAM

Our Math program will comply with the New Illinois Learning Standards. Please inquire for more details.

READING PROGRAM

All students will be expected to read every day. The reading program will comply with the New Illinois Learning Standards. Please inquire for more details.

PHYSICAL EDUCATION

Due to a federal regulation, all the physical education classes are co-ed. Physical education begins at kindergarten and continues through eighth grade. 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 carryover 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 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.

COMPUTER EDUCATION

Kewanee School District provides a computer literacy program for students in grades K-8. The curriculum is designed to prepare students for the technological and social impact computers are having upon their lives. The curriculum involves instruction on the classroom computers.

LIBRARIES

The school library is available to all students. Students are responsible for material they check out. Students are subject to fines when they have overdue material(s). Classes will visit the library once a week and students are encouraged to make full use of the library.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) afford 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 abscess 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 is 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.
4. 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.

5. 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

BREAKFAST AND LUNCH PROGRAMS

Irving offers a daily school breakfast and lunch program for all students. A monthly menu will be sent home with each student. Parents may prepay for their child's meals in the office; pricing is determined by the Board of Education.

Additionally, *Kewanee Schools offer a free/reduced-price program. You **may** qualify for this program. Please feel free to fill out the application (one per family) available at each school office. Applications for this program must be completed by the parent/guardian and turned into the office.*

VISITING THE SCHOOL

Parent/Guardians are always welcome at Irving Elementary School. Upon arrival, parents will need to check into the office. You may be asked security questions prior to admittance for the safety of the students. Parents/Guardians are encouraged to attend special assemblies and activities. All adult or student visitors must come to the office before going to any classroom. Visitor nametags, provided in the office, are to be worn by all visitors in the building. As visitors leave the building, they must stop by the office and sign out. These are required safety procedures for all Kewanee Public Schools.

Please make prior arrangements with the teacher and/or the principal at least 24 hours in advance if you would like to observe a class or meet with the teacher(s) and/or the principal. 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. Guests of students other than parents need to be pre-approved by the principal. Students and teachers should immediately direct visitors, strangers and vendors who enter the school building to the main office. When visiting, we ask that you follow these guidelines:

- a. Parents must give the teachers prior notice of the visit (at minimum 24 hours).
- b. Limit the time of the visit to one hour or less
- c. Arrange a baby-sitter for your other children.
- d. Wear a visitor's pass provided by the office, indicating you are a visitor. Sign in and out on the form located in the office.
- e. Please remember a visit is for class observations, not a conference time with the teacher.

FIELD TRIPS

A field trip that coordinates with a curriculum area may be scheduled for your child's class during the school year. Each child who participates in the field trip **must** have a signed permission slip. Parents may be asked to chaperone classes on school-related field trips however, younger siblings are not authorized to ride buses on field trips. Permission slips will be sent home whenever your child's teacher contemplates such a trip. Expenses for the trip will be listed in the permission slip. Please remember, if a student were to receive more than 3 office referrals within a year, that student may lose eligibility to attend field trips.

Additionally, small trips may be made as part of the school day. In these cases, a permission slip may or may not go home. However, parents will be communicated with that the students will be leaving the building as part of the learning process (example: attending the High School Play Rehearsal).

INCLEMENT WEATHER - EMERGENCY CLOSINGS

If weather or other conditions cause the emergency temporary closing of schools in District 229, please discuss arrangements with your child in advance so that he/she will know with whom to go in case you are not home. We will try to reach all parents and will only release students to parents or, if necessary, emergency contacts listed on the Emergency Card.

An announcement will be made on these radio stations:

WKEI 1450 AM, WJRE 102.5 FM, TV Channel 6 and 8 (and their website)

Dress appropriately for an outdoor play period. Children play outside every day unless it is raining or the wind chill or temperature is below 10 degrees Fahrenheit. The student who has a medical reason for staying indoors must bring a note from the doctor, as children are only allowed to stay indoors one day at the parent's request.

MEDICINE

1. 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 which 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.
2. 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.
3. 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.
4. Parents should encourage the physician to prescribe the dosage of all necessary medication to occur before or after school hours.
5. Guidelines for necessary consumption of medication at school:
 - a. Parents 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 stating that the child may be readmitted.
 - e. The school should be notified by a physician's note in case of any contagious disease, pneumonia, or special conditions such as surgery or serious injury.

ILLNESS

We are concerned about the health of all of our students and desire to keep all children healthy and safe. If your child is sick, keep him or her home; otherwise, your child will be expected to participate in all activities. Please do not send a child to school that has a temperature in the morning (100.5 or greater). It is recommended that a child stay home for **24 hours** once the temperature is normal (98.6). 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.

EMERGENCY CARE CONTACT

An emergency care/contact sheet should be filled out at registration time. It is very important for us to have current information, especially telephone numbers. If any of the information on your child's emergency

contact information changes during the school year, please call or stop by the school office and make the corrections.

Additionally, the named emergency contact information is used when a parent/guardian is unavailable. Please make sure the emergency care contact information is updated on a regular basis as well.

VISION SCREENINGS

The vision screenings given by the school nurse is a 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.

ACCIDENTS AND INJURIES 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 emergency contact listed on the emergency sheet, we will contact the rescue squad and the doctor that is listed on the emergency sheet. Please make sure that your emergency sheet is updated regularly.

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.

SECURITY

It is our strong intention to provide a safe and secure environment for your children when they are at school. As part of our effort to ensure this, our outside doors will be locked at 8:00 a.m. and visitors may enter only at the North entrance. An intercom with a security camera is monitored by the office staff. All employees wear ID badges and all visitors are required to register in the office and wear a name tag while they are on school grounds.

Parents are asked not to go on the school playground during school hours when children are present. This is a safety and security issue for students as well as parents.

Staff and students annually practice a "Secure in Place" drill in addition to fire and tornado drills. The Secure in Place drill requires teachers to assemble students in an area of the classroom where all students are not visible, turn out the lights, and lock the doors. This is just another strategy that we can use in the event of a crisis.

LOST AND FOUND

A lost and found area will be located in the building. Please tell your child to look there if he/she is missing mittens, a coat, a lunch box, etc. It is extremely important that your child's name be written with permanent marker on all outerwear (boots, coats, sweatshirts, etc.) and lunch bags so these can be returned to the classroom. Lost valuables such as house keys or jewelry are kept in the office. Several times a year, items not claimed will be given to an organization that benefits people in need.

INVITATIONS

If you are having a party for your child and all children in the class are not invited, please do not hand out invitations in school. This can be very hurtful for those children not receiving one. Teachers are not expected to hand the invitations out.

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.

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 and locked. 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. We consider bike riding to school a privilege and want to make it as safe as possible. We expect children who ride bicycles to observe all traffic and bicycle regulations. Failure to do so may result in the loss of the privilege of riding a bicycle to school.

SKATEBOARDS, ROLLER BLADES, AND SCOOTERS

The use of skateboards, scooters, and roller blades on school property is prohibited.

CHANGE OF ADDRESS/INFORMATION

At any time during the school year, should the parent/guardian information change (phone numbers, addresses, etc.), please notify the office immediately. The school attempts to maintain accurate school records and facilitate communication between the home and school. Should an emergency arise, it is extremely important that we be able to contact parents/guardians in the quickest manner possible.

FIRE AND DISASTER DRILLS

Fire and disaster drills are conducted regularly (in all weather) 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.

PLAYGROUND

Our blacktopped playground and the play equipment are considered part of our facilities and are for the use of school children only during school hours. If you wish to visit our playground during the day, please check in the office first. This is a security precaution.

The playground area is in use until 5:00 p.m. daily, and it is reserved for school use. Dogs (and other pets) are also not permitted on the playground or grassy areas. Please understand that this is a safety issue.

We will be outside weather permitting in temperatures above 10 degrees. Please make sure the students have appropriate dress.

BUS TRANSPORTATION

For most issues dealing with busing, including schedules and discipline issues, contact the transportation coordinator, Randy Cernovich (853-3328), at the high school.

Bus transportation will be provided for all students that qualify by state law. State law allows bus transportation only for students living more than 1.5 miles from school, unless where there is a dangerous crossing. Please contact the high school for more information.

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.
- B. Boarding the Bus: It is the parents' responsibility to monitor the bus stop in the a.m. and p.m.
 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: All 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.
6. Treat bus equipment as you would valuable furniture at your own home.
7. Never tamper with the bus or any of its equipment.
8. 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.
9. 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
10. Be absolutely quiet when approaching a railroad-crossing stop.
11. No animals are allowed on the bus.
12. 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 per 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 principal. Parents will be notified.

3rd Offense: The bus driver will turn in a written misconduct report to the principal. Parents will be notified. Disciplinary action will be taken in the form of either detention(s) or a modified suspension.

4th Offense: Suspension from riding the bus may be from 1 - 10 consecutive days. The principal shall contact the parents prior to the suspension.

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

CONFLICT RESOLUTION PROCEDURE

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 the building principal.

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.

ASBESTOS

An asbestos management plan for all of Kewanee Community Schools is on file in the office of the Superintendent, located at 210 Lyle 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.

SAFETY BETWEEN HOME AND SCHOOL

Unfortunately, not all students qualify for bus transportation and therefore, may be walking to school. It is the responsibility of the parent to ensure a student experiences safe travels between home and school. If your student should experience bullying or threats between home and school, it is recommended that the parent call the principal for advice on how to deal with the problem.

Please share the following advice below/with your child on dealing with strangers.

1. Children should refuse to talk to or obey strangers.
2. Try to remember what the person and car looks like.
3. Get the license number of the car.
4. Go to the nearest home for help.
5. Have the resident of the home call police.
6. Notify school authorities.

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

The protection of Pupil Rights Amendment (PPRA), 20 V.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.

PEST CONTROL

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

WAIVER OF SCHOOL FEES PROCEDURE

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.

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.

SEX EQUALITY

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.

Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action.

TEACHER/PARAPROFESSIONAL QUALIFICATIONS

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 are also qualified. All teacher aides hired will have either obtained 60 hours of college credit or are required to take a state approved proficiency test and registered at the Regional Office of Education.

THE PARENTS RIGHT TO KNOW QUALIFICATIONS OF EDUCATORS SCHOOL DISTRICT INFORMATION LETTER.

Dear Parent:

This is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

You will receive a response to your request for information by state law.

Sincerely,

Superintendent Kewanee Community Schools

TITLE I SCHOOL PROCEDURE

- 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.
- 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 Reading Nights. There will be an all-district presentation concerning the Title grants in May.
- 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.

- 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
- Sign planners nightly
- Be available *to* volunteer and participate in school activities
- Sign and return all papers that require a parent *or* guardian's signature.
- Encourage positive attitudes toward school
- Require regular school attendance
- Attend parent-teacher conferences
- Help students be on time for school

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 planner
- 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 planner has been signed by parent/guardian.
- Hold at least two teacher-parent conferences

Communication To Parents and Community

- Student Reports: Four times a year, students will receive a report card, which will communicate your student's progress in academic and social areas.
- Teachers may communicate with parents via email, phone or notes before or after school or during other designated office times (may vary per teacher).
- Information will be sent home via notes in Friday Folders unless time otherwise dictates sooner.
- Irving News: Our school newsletter is sent home every other Friday. This will contain information on events at school as well as updates. The newsletter is also available in the school office.
- Voice Mail: Each teacher has mail box and office will have announcements.
- Building Reports: During the Board of Education, presentations of projects and grants will be announced
- PTO: PTO is a K-8 grade parent organization. The school office will have more information about the PTO. Please consider becoming a member.

Internet Acceptable use policy for Kewanee Community Unit District #229

Date issued: 09-02-05

Revised: 04-01-07

Next scheduled review: 08-02-07

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 non authorized 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.

Users must further understand that the Kewanee Community Unit School District #229 will enforce filtering devices on all network access to block access to visual depictions deemed "obscene," "child pornography," or "harmful to minors." which is in compliance with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

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.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Kewanee Community Unit School District #229 online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Kewanee Community Unit School District #229 staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Kewanee Community Unit School District #229 IT Department or designated representatives.

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 **in accordance with CIPA Act.**
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.

Please sign below signifying that you and your child have read this handbook and understand the school rules and policies contained within. If you have any questions before signing, please contact your child's teacher and/or the school principal. Thank you.

Parent Signature: _____ Date: _____