

# Neponset Grade School Handbook

2020-2021

Principal: Dena Hodge-Bates



Home of the Neponset Bobcats

## KEWANEE SCHOOLS PHILOSOPHY

District #229, 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 educational experiences.
8. We believe that all individuals have a right to work and learn within a safe and caring environment.
9. We believe that all students can learn given sufficient time, appropriate support, and relevant, diverse educational experiences.
10. We believe that quality work is a necessity and that it involves being open minded, willing to risk, change and grow.
11. We believe that students should know what they are to learn, be guided in how they are to learn it, and understand its application for their lives.
12. 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.)

**Vision Statement:** Kewanee Community Schools will become a leader in the discovery and development of the potential of every individual that we have 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.

**Neponset Grade School Mission Statement:** The mission of the Neponset Grade School is to provide a high quality, developmentally appropriate education for all and to ensure a love for learning and an appreciation for becoming a productive member in our culturally enriched, democratic society. Our goal is for all students to dream big, believe in themselves, and achieve excellence!!

**Neponset Grade School Vision Statement:** The vision of the Neponset Grade School is to demonstrate an appreciation of everyone's diverse needs, to recognize that all students are capable of success, and to ensure that all students be provided with a safe, nurturing, positive learning environment which allows them to learn to their fullest capability.

**Neponset Grade School Core Values:** Core values to be followed are to value and respect one's individual differences and diverse needs, instill the importance of being a resilient, life-long learner, appreciate and value family involvement, self-respect, respect and value others, honesty, and instill the importance of inquiry, engagement, critical thinking, mindfulness, and problem solving through the implementation of the Illinois Common Core Learning Standards.

## A MESSAGE FROM THE SUPERINTENDENT OF SCHOOLS

Dear Parents and Students:

School plays an important part in the life of children as they grow to be adults. Children spend as many waking hours at school as they do at home. A quality education can help students prepare to succeed in life, and we will do everything that we can to help them be successful. Of course, they must do their part by:

1. doing their best in school work, and
2. obeying the rules that have been established.

This is why I believe so strongly that students and parents must want an education strongly enough to be willing to make the sacrifice necessary for it to become a reality. A quality education demands hard work, commitment, and motivation to work.

Our schools and teachers will be more successful when students come from homes where parents value education and work cooperatively with our teachers. We will do our best to create an environment where students can succeed and learn. We will not allow a few disruptive students to ruin the learning environment for the rest of us. I wish you the best in the coming school year!

Sincerely,

Dr. Chris Sullens  
Superintendent, Kewanee Community Schools

## STUDENT GUIDELINES

### Behaviors We Expect To See

1. Be Ready
2. Be Responsible
3. Be Respectful
4. Be Safe

### SCHOOL ATTITUDE

School attitude is a mixture of:

1. **Courtesy:** Behaving graciously toward teachers, fellow students, visitors, and officials at school and athletic events.
2. **Pride:** Feeling sure that our school and its established traditions are worthy of respect and honor.
3. **Loyalty:** Being aware that a good school depends on the support of each student, and that each student's achievements are important to the school.

### 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, or in discipline situations. At Neponset Grade School, Second Step, a Character Education Program is taught weekly to ensure education in these social-emotional areas.

honesty  
responsibility  
compassion  
enthusiasm  
forgiveness  
self-control

integrity  
diligence  
respect for others  
fairness  
hard work  
respect for property

### MINDFULNESS

At Neponset Grade School, Mindfulness is incorporated into the daily routine. Mindfulness is the ability to be fully present and aware of where we are and what we are doing in the present, rather than becoming overwhelmed by what is happening around us. Research shows that mindful practice decreases stress and anxiety, increases attention, improves interpersonal relationships, strengthens compassion, and improves cognitive functions. Each classroom is equipped with a mindful area which provides for a relaxing atmosphere with sensory items for manipulation. Mindfulness breathing, meditation, and yoga are incorporated into the daily routine, providing for a calm, compassionate learning environment.

## DISCIPLINE

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. Every student is responsible for his or her own actions. Understanding the purposes of discipline in school creates positive attitudes and assists student in making themselves better persons and the school a better place.

So that Neponset Grade School can maintain the best learning environment possible, the following expectations exist:

- A. Appropriate school behavior:
  1. Classroom behavior that assures the right of every student to learn and the right of every teacher to teach.
  2. Appropriate out-of-classroom behavior demonstrates respect for the personal and property rights of other students, faculty, and staff.
- B. Arrival at school and to class on time.
- C. Daily school and class attendance.
- D. Appropriate use and care of the buildings, facilities, instructional materials, and technology equipment of the school.
- E. Cooperation with the school staff as they attempt to meet the varied educational needs of all students.
- F. Adherence to acceptable standards of courtesy, decency, and morality, and compliance with provisions of civil law.

### 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 beverages 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 or possess electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the building principal. Electronic signaling devices include pocket - and all similar - electronic paging devices. **Cell phones are no longer allowed on school premises during school hours.** Cell phones are not to be on the student during the school day. If a student is caught with a cell phone, disciplinary actions will be enforced. Additional violations will cause confiscation and the phone will be returned after the student serves an office detention. Cell phones may be used on extra-curricular trips, held after regular school hours.
- Do not possess or use tobacco, lighters, 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.

## 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.

## DISCIPLINARY OPTIONS

The following is a culmination of disciplinary measures that may be taken due to inappropriate, unacceptable, disruptive, and/or threatening behaviors.

- Loss of Privileges
- Teacher Detention: 10-20 minutes
- Lunch Detention: 10-20 minutes
- Office Detention: 20-60 minutes
- In School Suspension: 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.
- Saturday Academy: 3 hours
- Out of School Suspension: .5-10 days (A student may be suspended for threatening or disrupting the educational setting. A suspended student is prohibited from being on school grounds or taking part in extra-curricular activities. However, suspended students will be provided the opportunity to complete all work and given full credit for work completed during their suspension.
- Seizure of Items
- Loss of bus privileges
- Recommended for Expulsion: Determined by the Board of Education for chronic or severe offenses
- Notification of the police and /or juvenile authorities whenever the conduct involves breaking the law, illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
- Transfer to an alternative learning program for a period of exceeding 10 school days. Parents will be consulted in this decision. The final decision concerning placement will be that of the faculty and administration.
- 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 the detention hall with schoolbook, pencil, paper, and class assignments to be completed.
2. Students will study 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 the detention hall. Students late to detention will not be admitted to the detention hall and will not receive credit for the detention. They will be issued an additional detention.
5. Any student who disrupts the 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.
7. Most infractions will be handled in the classroom by using Teacher Issued Detentions (TED) (15-30 minutes). These infractions will be served in the classroom of the teacher issuing the detention. If a student receives 2 Teacher Issued Detentions (TED) in one day, or fails to serve a Teacher Issued Detention (TED), then the student will receive an Office Issued Detention (1 hour). For more serious infractions students may receive an Office Issued Detention (OFD). If a student receives 2 Office Issued Detentions (OFD) in one day or fails to serve an Office Issued Detention (OFD), then the student will be placed in In-School Suspension (ISS). Failure to cooperate in In-School Suspension (ISS) may result in assigning of Saturday School (9 a.m. to 12:00 p.m.) or Out of School Suspension (OSS). For serious infractions Out of School Suspensions will be used as well.

TED > Served = Completed  
TED > Not Served or 2 TED/day = OFD  
OFD > Served = completed  
OFD > Not Served or 2 OFD /day = ISS  
ISS > Served = Completed  
ISS > Not Completed = Saturday School or OSS

## SATURDAY ACADEMY PROCEDURES AND RULES

Students shall check in with the supervisor at the South (Administrative) entrance of the building.

- 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 not to talk without permission.
- Students are expected to stay busy at their seat doing assigned work.
- Students will stay awake at all times 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 given all interventions and support services have been exhausted. 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.

## **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 have the capability of disrupting the safety and learning environment and therefore, could require a consequence of an out of school suspension up to ten school days. Offenses like these may also lead to expulsion from school. The Kewanee Board of Education determines all decisions regarding student expulsion.

- **Only in the instance that the behavior is threatening and disrupting to the learning environment and/or the safety of others, will an out of school suspension/expulsion be considered.**
- **In the instance that disciplinary interventions and support services have been exhausted and the student's continuing presence in the school setting poses a threat to the safety of others or disrupt, impede, or interfere with the operations of the school, an out of school suspension or expulsion will be considered.**

## **Disciplinary Interventions:**

1. In School Suspension of other in-school alternative environments
2. Individualized Behavior Plan
3. Social Work
4. Character Education Program (Second Step/Mindfulness)
5. After School Program
6. Loss of Privileges
7. Incentive Program
8. Detention
9. Parent Notification/Involvement
10. School Assemblies/D.A.R.E.
11. Functional Behavioral Assessments
12. RtI/Behavioral Intervention Plan
13. De-escalation Measures
14. Reflection Sheets
15. Removal from peers
16. Conference with Administration
17. Safe Zone



## Appropriate and Available Support Services:

### Examples:

- Counseling or social work services
- Tutoring to facilitate make-up work
- Placement in alternative school or program
- Referrals to outside resources
- Online Coursework
- Therapeutic recreation
- Wrap-around services
- Rehabilitation counseling
- Community Resources
- In-School suspension or other in-school alternative environments

## 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.

## 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. **Flip-flops are not allowed.**

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 (i.e. flannel) 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 not allowed must change into alternate attire or, in the case of a shirt, turn the shirt inside-out.

\*\*It would be impossible to list all dress code infractions; keep in mind that the Administration reserves the right to determine the appropriateness of all clothing, regardless of the fact that a specific rule is not listed here.

## **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 of 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, sexual innuendos
- 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 email, texts, 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.

## **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 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.

## **Skateboards, Roller Blades, HoverBoards, etc.**

The use of skateboards, roller blades, hoverboards, and/or other similar devices are prohibited on school property.

## **SCHOOL LOCKERS/Searches**

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.

## 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:
  - a. substantially interfering with a student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment; or
  - d. 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 toward the opposite/same sex. 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                210 Lyle Street, Kewanee, IL 61443  
Telephone No.        309-853-3341

Name                    Mrs. Dena Hodge-Bates, Neponset Grade School Principal  
Address                201 W. Main St. Neponset, IL 61345  
Telephone No.        309-594-2306

## 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: To provide a safe and orderly environment.**

**The student's responsibility: To obey rules and avoid conflicts.**

**The parent's responsibility: To support the enforcement of the rules.**

## **CONFLICT RESOLUTION**

Many times, parents have concerns about how things are handled in school. The following procedures should be used to ensure 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.

## **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/](http://www.isp.state.il.us/)

### **PERSISTENTLY DANGEROUS SCHOOLS**

Under section 9532 of NCLB, the state of Illinois has adopted a 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.

## **Internet 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 non business 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.

### **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 non school purposes. Kewanee Community Unit School District 229 requests that the personal email not be read in the class and that any personal email 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 email chain letters.
11. Spamming email 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

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 down 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

1. Under the School Code of Illinois 26-2A, only the following are considered excused absences:
  - a. Personal illness;
  - b. Death in the family;
  - c. Observance of a recognized religious holiday;
  - d. Reasons approved by the school administrator. Other absences from school are considered unexcused. The school principal has the right to determine what constitutes an excused absence.
2. Parents are asked to minimize doctor appointments during class hours unless there is an emergency.
3. All student absences must be reported by parent or legal guardian to the office by phone. 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 doctor's statement for an admit. 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.
4. 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 parent conferences.
5. 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.
6. After a student has missed 3 days of school, a doctor's note will be required to excuse the child.
7. A student must be in attendance by 11:00 a.m. to be eligible to participate in a District extracurricular activity. Emergency situations shall be given due consideration.

## **Pre-Excused Absence Policy**

1. Occasionally an unusual family circumstance arises that may necessitate a student's absence from school.
2. 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.
3. Planned absences must be pre-approved by the administration. Failure to do so may result in an unexcused absence.

## **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.

## **School Hours**

Neponset Grade School is in attendance from 8:00 a.m.- 3:07 p.m.

Students should not come to school until fifteen (15) minutes prior to the opening of school except 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 parent 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:

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 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 confirmation notes when your child will not be in attendance or needs to leave early.

## **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. Never send a child to school with a fever in the morning. It is recommended that a child stay at home for 24 hours after the temperature returns to normal. Remember, sending your 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.



After ten days of absence from school for the semester, a doctor's or school nurse's excuse will be required for each absence thereafter. Failure to return to school with a written excuse from the doctor or nurse will result in an unexcused absence; each unexcused absence will be considered truant.

## **RELEASE OF STUDENTS**

Definite procedures are followed to assure the safety of children who are released during the day.

- A written parental permission should be sent to the teacher stating the requested time of release.

PLEASE NOTE: IF ANY PERSON OTHER THAN THE PARENT OR GUARDIAN IS TO PICK UP THE CHILD, THE SCHOOL MUST HAVE A STATEMENT FROM THE PARENT SPECIFYING THE NECESSARY INFORMATION.

- 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. Children will remain with the teacher until notified by the office personnel.

## **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. Please remind your children they will not be allowed to call home at the last minute to make after-school arrangements.

## **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 during the school day, or when it is medically necessary to address the health needs of students 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 which 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 before medication can be administered.
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. The parent(s) must instruct the student concerning the dosage of 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 is allowed in any of the schools.
- d. A physician's permit must be obtained in case of any contagious disease, pneumonia or following surgery or serious injury.

## **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 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 treating the injury. This is not the case. Illinois law is clear that neither the school nor the school district is responsible for payment for the treatment of injuries. Parents are strongly urged to have health and hospitalization or accident insurance.

## **BUS TRANSPORTATION**

For most issues dealing with busing, including schedules, contact the transportation director, Mr. Randy Cernovich or Chris Bral, at Kewanee High School (853-3328). For discipline issues, parents should contact the transportation director, Randy Cernovich 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 1-1/2 miles from school, unless there is a dangerous crossing.

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.

If students who usually ride the bus are NOT to ride the bus home at the end of the day, we must have a note or receive a phone call from the parent or guardian. Without a note or phone call, the student will ride the bus.

## **INSTRUCTIONS FOR SCHOOL BUS RIDER**

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**

1. Be on time at the designated bus stop - help keep the bus on schedule.
2. Be careful approaching the place where the bus stops.
3. Do not move forward until the bus 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. 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 in 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

1. Do not ask the driver to stop at places other than the regular bus stops; he/she is not permitted to do this except by proper authorization from a school official.
2. 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**

1<sup>st</sup> Offense: The bus driver will warn students whenever they fail to comply with the rules.

2<sup>nd</sup> Offense: The bus driver will turn in a written misconduct report to the principal. Parents will be notified.

3<sup>rd</sup> Offense: The bus driver will turn in a written misconduct report to the principal. Parents will be notified. Disciplinary action will be taken of either detention or modified suspension.

4<sup>th</sup> Offense: Suspension from riding the bus for 1-10 consecutive days. The principal shall contact the parents prior to the suspension. (Suspension will be considered if the behavior is threatening and disruptive to the driver and passengers.)

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

### **INCLEMENT WEATHER**

In the case of early dismissal due to dangerous weather conditions, announcements will be made on local radio stations. Individual homes will not be called. Parents who will not be home must make arrangements for the child(ren) to get into the house or go to their scheduled sitter. An announcement will be made on these radio stations and television channels:

WKEI 1450 AM, WJRE 102.5 FM and TV Channels 6 and 8

Students will be allowed to be in the buildings, rather than outside when the wind chill factor is 20 degrees Fahrenheit or lower.

## **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.

## **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.

## **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. All students in kindergarten and first grade will use homework folders, which will be sent home daily with each student. Please check your child's homework folder/student planner each night.

## **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 your 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. Even though students may have a study hall, they should complete/attempt homework the day it is assigned. A study hall is not adequate to satisfactorily complete assignments the next day. Unplanned schedule changes could occur, leaving them without a study hall.

## **STUDENT ASSISTANCE PROGRAM (MTSS: Multi-Tiered System of Support)**

Neponset Grade School offers assistance to regular education students in the areas of academics, organization, and social and emotional difficulty through the building MTSS Team (Multi-Tiered System of Support). Parents or guardians can make requests for assistance at any time during the school year.

**TITLE I Program  
Kewanee CUSD #229  
Kindergarten - Grade 6**

Title I Goal: The goal of Title I is to achieve high achievement from all students and to help students reach grade level in their language arts in Kindergarten through grade 6. The students meet with the Title I funded teacher in small groups according to their learning needs and/or in classroom groups during language arts instruction. Students are also encouraged to read at home for a minimum of thirty minutes a day or be read to for at least fifteen minutes a day.

**Title I Procedures:**

- All parents, grandparents or guardians of students participating in the district's school-wide Title I program will receive a Title I informational newsletter. Parents, grandparents or guardians of students who receive small group, specific assistance will be informed with a letter. In the Spring, the board of education will be given a report on the upcoming year's Title I plans.
- All parents, grandparents or guardians will receive a Parent/Teacher/Student Compact at the Fall district student registration.
- All parents, grandparents or guardians will be given up-to-date information about their child's progress in the form of quarterly report cards, phone calls as needed, parent/teacher conferences, school report cards and test results.
- Two parents from each school are asked to participate in the School Parent Advisory Board that will meet at 7 PM the Thursday evening of parent-teacher conferences at The Kewanee Schools Administrative Office to help discuss the Title I program and school improvement plans.

5/18/20

**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.

**EXTRA CURRICULAR ACTIVITIES**

ELEMENTARY SCHOOL

Tackle Football (5<sup>th</sup> and 6<sup>th</sup>)  
Volleyball (5<sup>th</sup>-8<sup>th</sup>)

Basketball (5<sup>th</sup>-8<sup>th</sup>)

JUNIOR HIGH SCHOOL

Tackle football  
Wrestling  
Track  
Scholastic Bowl

Cheerleading  
Volleyball  
Basketball

**JUNIOR HIGH ELIGIBILITY for ExtraCurricular 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, Neponset 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 an 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 extracurricular 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

## **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 teacher(s) and the administration, they have not learned the skills 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 learned. Retention is more common at the lower grades and is not to be thought of as failure . . . merely as an opportunity to succeed. The parents of all students being considered for retention will be notified of this possibility by the end of the third quarter. 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.

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 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.

## **JUNIOR HIGH PROMOTION REQUIREMENTS**

The criteria for promotion in junior high are set on a point scale. The core subjects of Language Arts, Literature, 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., and Enrichment 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.

## **ACADEMICS**

### **ELEMENTARY GRADING STANDARD**

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					

### **JUNIOR HIGH GRADING STANDARD (Grades 6-8)**

#### **GRADE EQUIVALENT**

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

## **BREAKFAST AND LUNCH PROGRAMS**

Neponset Grade School 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. Students will receive a personalized account card to use for meals. Some families find it difficult to pay for their child's meals at school. In order to ensure that all children receive a nutritional meal, Kewanee Schools offer a free-reduced price program. Applications for this program must be completed by the parent and forwarded to the Food Service Office at Kewanee High School.

Breakfast and hot lunches are prepared each full day. Please prepay meals and recess milk at annual registration in August or to the child's teacher or the school office during the school year. Please note all payments made during the year to the Food Service Account are credited to your family account for all your children attending Kewanee CUSD #229 schools.

Students are expected to display appropriate table manners and respectful behavior with others and to follow lunchroom procedures.

## **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.

## **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 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.

## **COMPUTER EDUCATION**

The Kewanee Schools provide 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 libraries are available to all students. Students are responsible for material they check out. Students are subject to a fine when they have overdue material(s). The Neponset Grade School utilizes the Neponset Public Library and all students must sign up for a library card.

## **VISITING THE SCHOOL**

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:

1. Parents must give the teachers prior notice of the visit.
2. Limit the time of the visit to one hour or less.
3. Arrange a babysitter for your other children.
4. Wear a badge provided by the office, indicating you are a visitor.
5. Sign in and out on a form located in the office.
6. Remember a visit is for class observations, not a conference time with the teacher.

## **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. & 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".



- Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR & 99.31):
  - o School officials with legitimate educational interest;
  - o Other schools to which a student is transferring;
  - o Specified officials for audit or evaluation purposes;
  - o Appropriate parties in connection with financial aid to student;
  - o Organizations conducting certain studies for or on behalf of the school;
  - o Accrediting organizations;
  - o To comply with a judicial order or lawfully issued subpoena;
  - o Appropriate officials in cases of health and safety emergencies; and
  - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3386 (voice). Individuals who use TDD may call the Federal Relay Service at 1-800-877-8339. Or you may contact the following address:  
Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5929

## **INSPECTION OF LEARNING MATERIALS**

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

### **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.

### **FIELD TRIPS**

Teachers are encouraged to take their classes on educationally-oriented 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.

## **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 which benefits people in need.

## **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 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.

## **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.

## **SCHOOL LOCKERS**

Student lockers, student cubbies, and student desks 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 suspect 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 which 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.

## **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 miles from school; it also takes money from us as a penalty for transporting students who live closer than 1.5 miles 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.

1. Children should refuse to obey strangers.
2. Try to remember what the person and car look 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 the police.
6. Notify school authorities.

## **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.

## **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.

## **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.

## **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/](http://www.isp.state.il.us/)

## **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 twelve months. Public Act 93-0504.

## 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

"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 are required to take a state approved proficiency test by 2005."

# Neponset Grade School KEWANEE CUSD #229

## SCHOOL-PARENT COMPACT

From the Parental Involvement: Title I, Part A Non-Regulatory Guidance (May 18, 2020)

Neponset Grade School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during the school year 2020-2021. Provisions bolded in this section are required to be in the Title I, Part A school-parent compact.

### **School Responsibilities**

**Neponset Grade School will:**

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**
  - Neponset Grade School will provide high quality curriculum and instruction by using Illinois Learning Standards and research based materials that will be taught to students by highly qualified teachers in a supportive and effective learning environment.
2. **Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement.** Specifically, those conferences will be held:
  - Neponset Grade School will hold an orientation open house before school begins each year.
  - Neponset Grade School will hold Parent-Teacher Conferences at the end of the first and third quarter of each school year.
3. **Provide parents with frequent reports on their children's progress.** Specifically, the school will provide reports as follows:
  - Parents will receive benchmark report cards four times a year.
  - Parents will be invited to a MTSS (Multi-Tiered System of Support) meeting if their child is falling below the benchmarks. These meetings are held quarterly.
4. **Provide parents reasonable access to staff.** Specifically, staff will be available for consultation with parents as follows:
  - Teachers are usually available daily from 7:30-8:00 AM and 3:10-3:30 PM. When needed conferences can be scheduled at a mutually agreed upon time.
5. **Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:**
  - Parents are offered the opportunity to become part of the school volunteer program after they have been fingerprinted, gone through a criminal background check and are approved by the board.

## Parent Responsibilities

**We, as parents, will support our children's learning in the following ways:**

- Monitoring attendance.
- Making sure that homework is completed.
- Assisting in Remote Learning experiences.
- Communicate regularly with teachers and staff.
- Monitoring the amount of television children watch.
- Volunteering in a child's classroom as appropriate.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.
- Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.
- Serving, to the extent possible, on policy advisory groups, such as being the Title I, Part A parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

## Student Responsibilities

**We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:**

- 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
- Read at least 30 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school.

\_\_\_\_\_  
School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

*PLEASE NOTE THAT SIGNATURES ARE NOT REQUIRED*

## NEPONSET GRADE SCHOOL HANDBOOK SIGNATURE PAGES

### *Internet Acceptable Use Policy*

Your signature indicates that you have read Kewanee Community Unit School District 229's Internet and e-mail use policy found on pages 16-18 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 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 Neponset Grade 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 Neponset Grade 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 Neponset Grade 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 Neponset Grade 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 Neponset Grade School immediately and it will be removed. Thank you**



Kewanee Community Unit District 229

Parent/guardian Extra Curricular/Bus Transportation Policy Sheet

This is to acknowledge that both my child and I have received and read the Neponset Grade School Bus Rules.

<hr/>		<hr/>	
Student Name		Parent/Guardian Name	
<hr/>		<hr/>	
Signature	Date	Signature	Date

Failure to sign and return this sheet will result in your loss of opportunity to ride the Kewanee Community Unit District 229 buses.