



# **Student – Parent Handbook**

**2017 - 2018**

Bowlesburg Elementary School  
Hillcrest Elementary School  
Ridgewood Elementary School  
Wells Elementary School  
Glenview Middle School



Welcome to the East Moline School District!

District 37 has a long history of providing a caring and nurturing environment for all of our students. We are committed to meeting the challenge of providing our students with an education that will afford them the skills and knowledge needed to become successful citizens. Our families dream of infinite possibilities for their children and we aim to help our students build the necessary skills to compete in a vibrant world economy. That commitment is reflected in the East Moline School District Mission:

*"The entire East Moline District 37 community will prepare all students to become life-long learners who are productive, responsible members of a global society."*

To that end we value and strive for the following:

- \* A safe and nurturing environment
- \* Equitable learning opportunities for all students
- \* A strong, community-wide support network
- \* Collaborative, fact-driven decision-making
- \* High expectations for all stakeholders
- \* Embracing diversity of students and staff
- \* All District employees accountable for a student-centered culture

Our school district aims to educate the whole child and we continue to strive to provide an educational environment that is conducive to learning. We believe in working with our families and the community to help strengthen our schools. We encourage you to participate in school activities and to take an active role in the growth and development of the East Moline School District.

Please feel free to contact our school secretaries or administrators whenever you have questions or concerns. You have entrusted your most important asset to our schools and we take that responsibility very seriously. We look forward to the upcoming school year and the opportunity to serve our students and community.

Kristin Humphries, Superintendent

# **Student – Parent Handbook 2017 – 2018 Table of Contents**

**Section I - General Information Page 1-12**

- **Displaying/Publishing**
- **Chain of Command Letters  
English/Spanish**
- **Home/School Compact  
English/Spanish**
- **School Calendar**
- **Board of Education/Administration**

**Section II - Parent Information Page 13**

**Section III - School Health Page 17**

**Section IV - Special Services Page 25**

**Section V - Student Information Page 29**

**Section VI - Student Conduct Page 42**

**Section VII - Student Safety Page 48**

**Section VIII - Transportation Page 51**

# SECTION I

## GENERAL INFORMATION

**\*\*\*\*IMPORTANT: PLEASE READ\*\*\*\***

### **Displaying/Publishing Student Information in the Electronic and Print Media**

School districts have a right and responsibility to protect the privacy of their students. This includes screening information about students that may appear in the electronic media (specifically television and the world wide web i.e., district web site and/or school and classroom web pages) and in the print media (primarily newspapers). The following district guideline regarding the privacy of students is based on the Family Educational Rights and Privacy Act, current Board of Education policy, and practices adopted by other school districts.

**Parents / legal guardians who DO NOT want identifying information about their child displayed/published in the electronic or print media must complete and return the bottom portion of this page to their child's school.** Identifying information includes full name and/or photo and/or descriptive information (such as grade level, teacher, parents, and address) that alone, or in combination, may disclose the identity of the student or indicate his/her physical location at a given time. **This does not include the following situations:**

- first name and last initial of a student is displayed/published, as long as descriptive information that would identify the student or indicate a physical location at a given time is not included.
- photo of a student or group of students is displayed/published, as long as descriptive information that would identify the student(s) or indicate a physical location at a given time is not included.
- samples of a student's work are displayed/published without last name or photo attached and no descriptive information is included that would identify the student.

Additionally, schools exercise little or no control over print and electronic media who photograph or interview students at school events which are open to the public (i.e., plays, musical performances, athletic and academic contests, etc.).

(Detach and return)-----

### **Displaying/Publishing Student Information in the Electronic and Print Media**

I request that identifying information including full name and/or photo and/or descriptive information (such as grade level, teacher, parents, and address) that alone, or in combination, may disclose the identity of my child or indicate his/her physical location at a given time **not be given out by the school.**

Student's name: \_\_\_\_\_

Student's school:      Bowlesburg      Glenview      Hillcrest      Ridgewood      Wells

Parent's / Guardian's signature: \_\_\_\_\_

**Date:** \_\_\_\_\_



Dear Parents/Guardians,

Communication between the school staff and our children's family members is a very important aspect of providing the best educational program to our students. Resolving issues in a timely and appropriate manner are also very important. We realize that issues at school that affect your child can also affect the family and home situation. School staff members also realize that you entrust us with the responsibility of your child's welfare, as well as his/her education. Regular communication to you from school is very important, as we share your concerns for the education and welfare of your child.

Hearing from you is also important, especially if you have a question or concern. At times, however, a parent/guardian may not be sure whom they should speak to at school. Knowing the appropriate procedure to follow in order to resolve a question or concern as quickly as possible, helps to expedite a resolution or answer to the question.

A general rule to follow is to contact the staff member closest to the situation. In most cases this is the classroom teacher or the bus driver if it is a transportation issue. If the issue is not resolved, other staff members need to be contacted in order to resolve the issue. Below is a summary of the School Board policy developed several years ago by the East Moline School Board in order to address the needs of our children, parents, staff, and community and to support effective problem solving procedures:

- 1. Individuals with questions or concerns are encouraged to communicate with the staff member directly involved.**
- 2. If an issue is not resolved, the individual should bring the question or concern to the attention of the staff member's immediate supervisor (Typically the building principal or department director).**
- 3. If the question or concern is not resolved, the individual should contact the next higher supervisor such as the Associate Superintendent.**

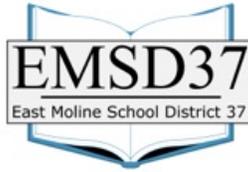
- 4. If still unresolved, the Superintendent should be contacted and provided information regarding the question or concern.**
- 5. If these steps fail to resolve the issue, the individual may bring the question or concern to the Board and request time on the School Board agenda to address the School Board directly.**

If you are unsure about who you should contact, I encourage you to call one of the school offices or the District office for assistance. Please know that addressing your questions or concerns in a timely and appropriate manner is very important to us.

As always, thank you for your assistance, support, and contributions to our children's education and welfare.

Respectfully,

Kristin Humphries, Superintendent



Estimados padres/representantes,

La comunicación entre el personal de la escuela y las familias de nuestros niños es un aspecto muy importante para proporcionar el mejor programa educativo a nuestros estudiantes. El resolver problemas de una manera eficaz y apropiada es también muy importante. Reconocemos que problemas en la escuela que afectan a su niño pueden también afectar a la familia y a la situación del hogar. El personal de la escuela también comprende que usted nos confía con la responsabilidad tanto como con el bienestar y con la educación de su niño. Comunicación continua con usted y la escuela es muy importante, pues compartimos sus preocupaciones de la educación y el bienestar de su niño.

El saber de usted es también importante, especialmente si usted tiene una pregunta o una preocupación. Ocasionalmente, sin embargo, un padre/un representante puede no estar seguro con quien puede hablar en la escuela. Sabiendo lo que apropiadamente se tiene que hacer para resolver una pregunta o una preocupación eficazmente, ayuda a alcanzar una efectiva solución

Una norma general es mantener contacto con el personal más familiarizado a la situación. En la mayoría de los casos éste es el maestro del salón de clase o el conductor del autobús si es un asunto relacionado con el transporte. Si el asunto no se resuelve, otros miembros del personal necesitan ser contactados para resolver el problema. Abajo está un resumen de las recomendaciones de La Junta de Educación desarrollada hace varios años por la Junta de Educación de East Moline para tratar las asuntos de los estudiantes, padres, personal, comunidad y apoyar procedimientos eficaces para solucionar problemas:

- 1. Si tiene preguntas o preocupaciones le pedimos por favor ponerse directamente en contacto con el personal implicado.**
- 2. Si algún asunto no se resuelve, debe presentar la pregunta o la preocupación a la atención del supervisor del personal (el director del edificio o el director del departamento).**
- 3. Si la pregunta o la preocupación no se resuelve, debe ponerse en contacto con el Superintendente.**

- 4. Si aún sigue sin resolverse, el Superintendente debe ser contactado y presentado con la pregunta o la preocupación en cuestión.**
- 5. Si el asunto continúa sin solución se puede presentar la pregunta o la preocupación a la Junta Directiva de Educación y pedir lugar en la agenda para dirigirse directamente a la Junta de Educación.**

Si usted no sabe con quien debe ponerse en contacto, le pedimos llamar a una de las oficinas de la escuela o la oficina de distrito para recibir ayuda. Es muy importante para nosotros que Usted sepa que sus preguntas y preocupaciones serán atendidas de una forma inmediata y apropiada.

Como siempre, gracias por su ayuda, apoyo, y contribución a la educación y el bienestar de nuestros niños.

Respetuosamente,

Kristin Humphries, Superintendente

# EAST MOLINE DISTRICT 37 ELEMENTARY SCHOOLS

BOWLESBURG, HILLCREST, RIDGEWOOD, WELLS  
2017-2018 HOME/SCHOOL COMPACT

*Our goal is to increase achievement by improving students' knowledge, skills and behavior. We believe that this goal can be reached through the establishment of a home/school team.*



## **As a parent team member, I/We pledge to:**

- √make sure that my/our child attends school regularly
- √provide a home environment that encourages my/our child to learn
- √insist that all homework assignments are completed on time
- √communicate with my/our child's teacher(s)
- √talk everyday with my/our child about his/her school activities
- √show respect for my child, the teacher and the school



## **As a student team member, I pledge to:**

- √come to school ready to learn and work to the best of my ability
- √ask my teacher for help when I don't understand something
- √complete my assignments and hand them in on time
- √discuss what I am learning at school with my parents
- √spend less time watching TV and more time reading
- √show respect for myself, my school and others



## **As a teacher team member, I pledge to:**

- √demonstrate the belief that all children can learn
- √maintain a safe and nurturing classroom environment
- √provide students with challenging and interesting learning experiences
- √explain goals and expectations to parents and students
- √communicate and cooperate with parents
- √show respect for each student and his/her family

*QUALITY EDUCATION FOR TOMORROW'S WORLD*

**ESCUELA DE EAST MOLINE DISTRITO #37**  
PROGRAMA TITULO 1 DE LA ESCUELA  
BOWLESBURG, HILLCREST, RIDGEWOOD, WELLS  
2016 – 2017 COMPACTO DE HOGAR/ESCUELA

*Nuestra meta es aumentar el poder por mejorar el sabimiento, habilidades, y comportamiento del estudiante. Creemos que esta meta puede ser alcanzada por el establecimiento de un equipo de hogar/escuela.*

**Como el padre del equipo, Yo/Nosotros prometemos:**

- Asegurar que mi/nuestro hijo/a asista al escuela regularmente
- Proveer un hogar que anima a mi/nuestro hijo/a aprender
- Insistir que toda tarea sea terminada a tiempo
- Comunicar con la maestra de mi/nuestro hijo/a
- Hablar con mi/nuestro hijo/a todos los dias acerca las actividades de la escuela.

**Como estudiante del equip, prometo:**

Venir a la escuela listo para aprender y trabajar a lo mejor de mi habilidad pedir ayuda de mi maestra cuando no entiendo algo terminar mi tarea y entregarlo a tiempo

Discutir lo que estoy aprendiendo con mis padres

Usar menos tiempo para la tele y mas tiempo para leer mostrar respeto para mi mismo, mi escuela, y otros

**Como maestra/o del equipo, prometo:**

Demonstrar que todos los ninos pueden aprender

Mantener una clase con ambiente seguro y educativo

Proveer a los estudiantes con experiencias educativas y desa fiosos

Explicar metas y expectativas a los padres y estudiantes

Comunicar y cooperar con los padres

Mostrar respeto para cada estudianted y su familia

**JUNTOS PODEMOS HACER LA DIFERENCIA!**

# EMSD #37 2017-2018 SCHOOL YEAR CALENDAR

AUGUST '17						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**August**      **Registration**  
**1**      **GV, HC, and RW**  
**2**      **GV, BB, and WE**  
**14 & 15**      **In-service Days**  
**16**      **1<sup>st</sup> day of school**

SEPTEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**4**      **Labor Day**  
**22**      **½ Day Afternoon Early Release SIP**  
**22**      **U.T. Homecoming**

OCTOBER '17						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**2-6**      **Fall Intercession**  
**9**      **Columbus Day**  
**20**      **End of 1<sup>st</sup> Qtr. - 41 days**

NOVEMBER '17						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**2**      **pm P/T conferences**  
**3**      **Parent/Teacher Conf Non-Attendance Day**  
**6**      **In-Service Day**  
**22-24**      **Thanksgiving**

DECEMBER '17						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**6**      **½ Day Afternoon Early Release SIP**  
**December 20 – January 2**  
**Winter Break**

JANUARY '18						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**3**      **School resumes**  
**12**      **End of 2<sup>nd</sup> Qtr. – 45 days**  
**15**      **Martin Luther King Jr Day**

FEBRUARY '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

**1**      **pm P/T conferences**  
**2**      **Parent/Teacher Conf Non-Attendance Day**  
**5**      **In-Service Day**  
**19**      **Presidents' Day**

MARCH '18						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**9**      **½ Day Afternoon Early Release SIP**  
**12-16**      **Spring Break**  
**29**      **End of 3<sup>rd</sup> Qtr. -45 days**  
**30**      **No student attendance**

APRIL '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**20**      **½ Day Afternoon Early Release SIP**

MAY '18						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**25**      **½ Day Afternoon Early Release SIP**  
**28**      **Memorial Day**  
**31**      **End of 4<sup>th</sup> Qtr. – 43 days**  
**31**      **Last Day of School**

JUNE '18						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**June 1-7**      **Emergency Days**

JULY '18						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**4**      **Independence Day**

P/T Conf     
  5 Emergency Days     
  4 In-service Days     
  174 student days     
  Non-attendance     
  ½ Day SIP Days     
  Total 185  
 End of Quarter

## Statement of Principle

No form of discrimination will be permitted against persons associated with the East Moline Schools regardless of racial or cultural background, gender, religious beliefs, or national origin. This relates to all areas of employment, admission to, and participation in, any program or activity by any student residing within the District.

## Board of Education

Following are the seven elected Board of Education members for District 37:

Mr. Robert Anderson	1800 7 <sup>th</sup> Street Apt. 10F	East Moline	309-798-8542
Ms. Susy Hughes	1106 16 <sup>th</sup> Street Ct.	Silvis	309-721-9314
Mr. Kai Killam, (President)	4116 9 ½ Street	East Moline	309-751-3032
Ms. Janet Neff	3201 2nd Street	East Moline	309-755-0988
Mr. Patrick Green	1017 29 <sup>th</sup> Avenue	Silvis	309-196-1429
Ms. Tara Westbrook-Carpenter	333 13 <sup>th</sup> Street	East Moline	309-948-4670
Mr. Christopher VanSpeybroeck	805 20 <sup>th</sup> Avenue	East Moline	309-798-4151
Ms. Joann Snelling	2944 10 <sup>th</sup> Street	East Moline	309-912-7071

\*Ms. Snelling is not an elected official; she is appointed by the Board of Education to serve as their secretary.

## Administrative Offices Directory

Mr. Kristin Humphries, Superintendent  
Ms. Joann Snelling, Assistant  
Extension #1

Ms. Sheri Coder, Associate Superintendent of Student Achievement  
Ms. Penny Strombeck, Assistant  
Extension #6

Ms. Kristin Taylor, Associate Superintendent of Exceptional Programs  
Ms. Julie Moreno, Assistant  
Extension #3

Ms. Chris Mueller, Human Resource Director  
Ms. Shelly Murphy, Assistant  
Extension # 8

Mr. Colin Kave, Food Service Director  
Ms. Nancy Betcher, Assistant  
Extension #2

Mr. Jim Franks, Director of Maintenance/Operations  
Mr. Scott Evans, Assistant Director of Maintenance/Operations  
Ms. May Turner, Assistant  
Extension #5

Ms. Rosalva Portillo, Director of ELL/Bilingual Education Programs  
Ms. Penny Strombeck, Assistant  
Extension #6

Business Office: Ms. Casey Kyser, Business Manager  
Ms. Silvia Gutierrez, Bookkeeper  
Ms. Julia Neal, Payroll Specialist  
Ms. Lori Willhite, Accounts Payable/Assistant Bookkeeper  
Extension #4

## **Building Principals and Secretaries**

Bowlesburg Elementary, 2221 Tenth Street, Silvis IL 61282 Mr. Jeff Fairweather, Principal Ms. Beatriz Castaneda, Secretary	309-792-2947
Hillcrest Elementary, 451 22 <sup>nd</sup> Avenue, East Moline IL 61244 Ms. Dalinda Archer, Principal Ms. Cristina Magadan, Secretary	309-755-7621
Ridgewood Elementary, 814 30th Avenue, East Moline IL 61244 Ms. Heidi Lensing , Principal Ms. Elia Nunez-Raya, Secretary	309-755-1585
Wells Elementary, 490 Avenue of the Cities, East Moline IL 61244 Mr. Pat Versluis, Principal Sherri Hamilton, Secretary	309-796-1251
Glenview Middle School, 3100 Seventh Street, East Moline IL 61244 Mr. Mike Hawley, Principal – Grades 6-8 Mr. Jeff Evans, Principal Grade 5 Ms. Tracy Anderson, Associate Principal Mr. Michael Ryan, Dean of Students Ms. Ann Bebensee, Secretary Ms. Talia Larson, Secretary Ms. Gladys Keim, Secretary	309-755-1919
East Moline Education Center, 3555 19 <sup>th</sup> Street, East Moline IL 61244 Mr. Chad Rowlands, Administrator Ms. Tammy Crosby, Secretary	309-792-3749

## **Transportation Department**

Ms. Evelyn Gay, Transportation Director TBA, Secretary	309-752-2572
---	--------------

## **School Messenger**

EMSD37 uses a software program called School Messenger to contact parents and staff for announcements and emergencies. School Messenger uses a combination of phone numbers, emails, and text messages to communicate with as many individuals as possible in the event of an emergency or for school announcements. School Messenger works with Skyward, the district's student information system, to get updated contact information for every student in the district. Please remember to keep your school's secretary up to date with your current contact information. Along with the information in Skyward, School Messenger has a web portal that allows parents/guardians to manage their contact information. If you would like to manage your School Messenger contact information please visit <https://contactme.schoolmessenger.com/> to login, or click on the *Sign Up Now* link if you don't already have an account. During the signup process you will need special codes to activate your account. Please contact the district's technology department for any questions regarding this process. Our email address is [tech@emsd37.org](mailto:tech@emsd37.org)

## **Emergency Closing of School**

The sudden weather changes sometimes make it necessary to close schools because of the hazard of transportation. Should this occur on any day prior to the time for opening schools, announcements will be made on the major radio networks beginning at 6:00 a.m. as well as receiving notice from School Messenger. **PLEASE DO NOT CALL THE SCHOOL.**

In the event weather conditions should force the closing of schools during the middle of the day or in the early afternoon, arrangements should be made NOW with neighbors in order that someone may be responsible for your child whenever any emergency arises. Again, announcements will be made on the radio, TV and School Messenger.

Parents should make plans/arrangements for their child's supervision in the case of such closings. In the event of such closings, the main school office will remain open for parent contact. Students will be permitted to use the phone during these emergency situations.

### **Notice of Non-Discrimination**

**The East Moline School District #37 does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission, treatment or access to its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies and is the District's Section 504 Coordinator.**

**Mrs. Kristin Taylor, Associate Superintendent of Exceptional Programs  
East Moline School District 37 Administration Center  
3451 Morton Drive, East Moline, IL 61244  
309-792-2887 ext. #3**

**BOARD OF EDUCATION**

East Moline District No. 37  
Office – 3451 Morton Drive  
East Moline, Illinois 61244  
Phone (309) 792-2887 Fax (309) 792-6010

**BOARD OF EDUCATION MEETING DATES**  
**School Year 2017-2018**

**Meetings begin at 6:30 p.m.**

<b>July 24, 2017</b>	<b>Administration Building</b>
<b>August 21, 2017</b>	<b>Hillcrest Elementary</b>
<b>September 25, 2017</b>	<b>Glenview Middle School</b>
<b>October 30, 2017</b>	<b>Bowlesburg Elementary</b>
<b>November 27, 2017</b>	<b>Ridgewood Elementary</b>
<b>December 18, 2017</b>	<b>Wells Elementary</b>
<b>January 29, 2018</b>	<b>Administration Building</b>
<b>February 26, 2018</b>	<b>Administration Building</b>
<b>March 26, 2018</b>	<b>Administration Building</b>
<b>April 23, 2018</b>	<b>Administration Building</b>
<b>May 21, 2018</b>	<b>Administration Building</b>
<b>June 25, 2018</b>	<b>Administration Building</b>

All meetings are Mondays unless otherwise indicated. Change of date notices will be sent as necessary.

Adopted 5-22-2017

## SECTION II.

### PARENT INFORMATION

#### Homeless Children/Families

East Moline School District offers immediate enrollment, referral and support services for homeless children/families. A homeless child is one who, out of necessity because of lack of housing, must reside in a shelter, motel, vehicle, campground, train or bus station, or on the street, doubled up with relatives or friends. (*Out of necessity" means not by choice, just to save money or awaiting a move to other housing that has already been secured.*) If you believe your child or another child you know fits this definition and you are interested in pursuing available services, please contact the district's Homeless Liaison, Kris Taylor, at 309-792-2887, Ext. 3.

#### How to Help Your Child Succeed at School

There are many ways in which the home can help directly and indirectly to insure the best educational progress for each child.

- 1) Student records and files are available for review by parents/guardians after arrangements are made with the building principal.
- 2) Attend parent/teacher conferences that are scheduled in the fall and winter.
- 3) Maintain contact with your child's building principal and classroom teacher.
- 4) A growing child must have plenty of good food to supply energy for work and play. A wholesome and adequate breakfast is particularly important. The district offers breakfast at no charge to all students, K-8.
- 5) A growing body needs plenty of rest. Many child specialists indicate children age six to nine need from nine to twelve hours of sleep daily. Children from nine to eleven need from nine to eleven hours of sleep daily. Situations, which tend to over stimulate or excite the child, should be avoided before retiring for the night.
- 6) The home should continually strive toward providing an environment that provides love, understanding, confidence and the feeling of security for the child.
- 7) A child's school day is his/her working day. As important as private lessons in music and dancing, club meetings, etc. may be, the child still needs free time of his/her own to choose his/her own activity or to relax.
- 8) Demonstrate to your child a genuine and regular interest in his/her school- work and school activities.
- 9) Parents can best assist students with homework by providing a quiet place, sufficient time, and a positive encouraging attitude. Despite the fact that this may take more of your time, you should strive to give your child as much support as necessary to complete his/her homework.

#### Information Provided to Divorced Parents

S.B. 078 expands the requirement to provide copies of all correspondence and reports to both parents of a child whose parents are divorced. **This requirement states that such copies shall be provided by mail when either parent requests them unless a court order to the contrary is in effect.** The wording identifies specific material included in this requirement and adds the provision that materials are mailed directly to the other parent. The revised section reads as follows: Ch. 105, 5/10 - 21.8 Sec. 10-21.8. Correspondence and Reports: In the absence of any court order to the contrary to require that, upon the request of either parent of a pupil whose parents are divorced, copies of the following: reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and

physical health, notices of school-initiated parent-teacher conference, notices of major school-sponsored events, such as open houses, which involve pupil-parent interaction, and copies of the school calendar regarding the child which are furnished by the school district to one parent be furnished by mail to the other parent.

## **Notice to Parents of Elementary School Students of Their Right to Request Their Child's Classroom Teachers' Qualifications**

As the parent/guardian of a student at a school that receives funding from Title I of the Elementary and Secondary Education Act, (all four elementary schools receive Title I funds; Glenview Middle School does not receive Title I funds), you have the right to know the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. Federal law gives you the right to receive the following information:

- Whether Illinois has licensed or qualified the teacher for the grades and subjects they teach.
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
- The teacher's college major.
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the Superintendent's Office at 792-2887 Extension #1 for a request form.

### **Parent-Teacher Association (PTA)**

The Parent/Teacher Association forms a close link between the school and the home. Its chief purpose is to promote the welfare of our children in the home, school and the community. It achieves its purpose through many activities. In addition to informing parents about school curriculum, PTA members will be found participating in field trips and in keeping parents informed about important matters in the city and state affecting the public schools.

PTA meetings provide opportunities for the school and community to meet on a common basis and share ideas and information, which can strengthen, not only the school program, but also the educational program for all students enrolled in District 37.

Students appreciate and frequently discuss parent participation and attendance at PTA meetings. Attendance at these meetings seems to increase the confidence of the student, parents, and teacher in the endeavor that is before us.

### **School Volunteers**

The gifts of time and expertise that volunteers give to the students of District 37 are tremendous assets to our district. Volunteers assist with the computer program, library, reading, and office needs and in many other ways. If you would like to volunteer, contact the principal at your attendance center. Your involvement will be greatly appreciated.

### **Classroom Visitations**

District 37 believes that parent visits to schools are very important. Your visitation of the classroom demonstrates to your child that you value the "work" he/she is doing. You are required to contact the teacher or principal the day before your visit. Upon your arrival at school, stop in the office for a visitor's pass.

To encourage your visitation early in the school year, we observe American Education Week in November. We also set aside a special day for grandparents to visit (elementary schools only; notification of the date will be sent home).

## Field Trips

Field trips are scheduled periodically throughout the school year as part of the learning experience provided to students. In many cases, school buses are used to transport students to and from the field trip site. Schools will make every effort to notify parents/guardians prior to a field trip.

## Address/Phone Number Changes

It is important that schools have **current** address, home/work phone numbers, and an emergency phone number at all times, especially in case of emergency. **Please notify the school secretary immediately upon changing your address and/or telephone number(s).**

## Telephone Messages

Students WILL NOT be called to the telephone during school hours, except in case of extreme emergency. Messages for students WILL NOT be delivered to the classrooms except in an emergency. Staff members WILL be notified of your call and will return such calls at the first opportunity. This is necessary in order to avoid undue interruption in the classroom.

## Picking Up A Child During School Hours

**Elementary School Attendance hours: 8:30am-3:00pm**

**Glenview Middle School Attendance hours: 7:55am-2:30pm**

If a child must leave early, please send a note stating the reason and the time the child will be picked up. For the safety of your child(ren) please report to the office and we will call the child(ren) to the office for you.

**Students will only be released to persons identified on the district registration card or those persons identified by parent note or phone call per occasion.**

## Pasando Por Su Hijo Durante el Dia Escolar

Si es necesario que su hijo tenga que salir antes de que se termine el día escolar, por favor mande una nota explicando la razón y la hora que pasara por el/ella. Por la seguridad de sus hijos, por favor pase a la oficina de la escuela y llamaremos su hijo a la oficina. **Solo se dejara ir al estudiante con personas identificadas en la forma de inscripcion del distrito o con esas personas identificadas por los padres en la nota o por llamada telefonica.**

## Picking Up Children After Extra Curricular Activities

If students are involved in after-school activities such as S.T.A.R.S., clubs, sporting events, dances, etc. their ride should be at school no later than fifteen (15) minutes after the activity concludes.

## Interpreter Services

Individuals requiring interpreter services for school activities may request such services through the principal's office of their child's attendance center. Except for in emergency situations, requests for interpreter services should be made to the principal's office no later than four (4) days in advance of the scheduled event for which the interpreter is needed. Interpreter services scheduled through the EMSD will be paid for by the school district. Interpreters are scheduled based upon their availability. We cannot guarantee availability of a specific interpreter. Individuals requiring interpreter services are always free to arrange their own interpreter services with individuals of their choice at their own expense.

## Servicios de Interprete (Spanish)

Individuos requiriendo servicios de interprete para actividades escolares pueden solicitar tales servicios en la oficina del director del centro de asistencia de su niño. Excepto en situaciones de emergencias, solicitudes para servicios de interprete deben ser hechos en la oficina del director por lo menos cuatro (4) días de anticipación de la fecha por cual se necesitara el interprete. Servicios de interprete arreglados por la EMSD seran pagados por el distrito escolar. Interpretes seran apuntados segun su disponibilidad. Nosotros no podemos garantizar la disponibilidad de cierto interprete. Individuos requiriendo servicios de interprete siempre pueden arreglar sus propios servicios de interprete con individuos de su gusto a costo de uno mismo.

## Services Interprete (French)

Individuels sollicitant services interpretes pour activites de l'ecole peuvent ainsi le demander aupres de la Direction dont les enfants frequentent le cCentre. Sauf en cas d'urgence, demandes de services d'Interpretes peuvent etre adressees a la Direction au moins quatre(4) jours avant la date a laquelle on aurait besoin de celui-ci. Services Interpretes inscrits aupres de EMSD seront payes par le District de l'ecole. Les Interpretes sont programmees en fonction de leur disponibilite. Nous ne garantissons aucune disponibilite specifique d'interpretation. Ceux demandant services Interpretes sont toujours libres d'arranger avec des individuels leur droit (oneraire) d'interprete.

## خدمات الترجمة (Arabic)

الأفراد الذين يحتاجون إلى مترجم للا نشطة المدرسية يمكنهم طلب هذه الخدمات من خلال المكتب الرئيسي للمركز فيما عدا حالات الطوارئ، وينبغي أن تقدم الطلبات لخدمات المترجم إلى مكتب المدير في وقت لا يتجاوز 4 أيام قبل الموعد المجدول للذين هم بحاجة إلى مترجم. خدمات المترجمين تتبرمج من خلال (EMSD) والمدرسة ستتحمل نفقاتهم. أوقات المترجمين ستكون متوفرة حسب أوقاتهم المناسبة. ولا يمكننا ضمان توفر المترجم مجددا. أخيرا، الأفراد الذين يريدون خدمات المترجم حسب رغبتهم يمكنهم إحضار مترجمهم الخاص و لكن سيكون ذلك على حساب نفقاتهم الخاصة

## Skyward Student

Skyward Student is the District's program for tracking student demographic information and grades. The program also gives parents the ability to view their students' progress via the internet. Each student and family is provided with a password to give them access to only their information. These passwords will be either given to parents in person, or mailed to the home address, **but will not be given out over the phone.**

### To access the service:

1. Connect to the Internet and go to: [www.emsd37.org](http://www.emsd37.org)
2. Near the top of the page are the menu tabs. Position the mouse pointer over the tab *Parents*..
3. In the list that appears click on *Family Access*.
4. Enter your assigned login ID and password.
5. Click on *Sign In*.

Your browser's pop-up blocker may ask you to allow pop-ups for Skyward Student. It is safe to allow pop-ups for Skyward Student.

### How to logout from Skyward Student

You may logout of Skyward Student from any section of the website. Just click on the **Exit** button in the upper right corner of the window.

**Please be sure to logout from the site before you visit other websites or disconnect from the Internet.**

# **SECTION III.** **SCHOOL HEALTH**

## **Wellness Policy**

In accordance with the Wellness Policy:

### **1. ALL SNACKS PROVIDED AT SCHOOL WILL COMPLY WITH THE FEDERAL SMART SNACK GUIDELINES**

This means that we have to make sure that we are giving students healthy items such as:

- \*fruits and vegetables
- \*low sugar snacks
- \*low fat snacks

### **2. ALL SNACKS/TREATS BROUGHT INTO THE SCHOOLS MUST BE PREPACKAGED (no homemade treats).**

Due to the increase in severe food allergies, all food must not only comply with the Smart Snack guidelines but they must also be packaged with a listing of ingredients. Fruits and vegetables do not have to follow this guideline.

**Healthy snacks are available to purchase from the Food Service Office on the district website.**

### **3. WE ARE MOVING AWAY FROM USING FOOD AS INCENTIVES and FOODS FOR CELEBRATIONS**

We want our students to know that celebrating a birthday doesn't have to mean treats. It can be as simple as a teacher offering a special activity for that child to celebrate a birthday. Please see our website for more information regarding our new wellness initiatives.

## **Healthy Parties**

At the elementary level, three classroom parties are given during the year: Halloween, Christmas and Valentine's Day. These parties are planned and sponsored by the PTA room parents. If you wish to make a contribution to these parties, please contact a room parent in charge. Our schools encourage the participation of the parents for school events/activities. **Schools reserve the right to cancel parties in the interest of the safety of the children.**

## **Physical Examination**

All children (upon initial enrollment in any grade) who have not previously been enrolled in an Illinois school district must have a current physical examination documented on the required form and signed by a licensed physician. An examination by a chiropractor is not acceptable. "Current" physical examination is defined as one which has been received within the past year. This will be required for all students when they enroll in Preschool, Kindergarten, and Sixth. During this examination, the following immunizations should be updated:

Diphtheria Pertussis-Tetanus series (DPT)	Rubella vaccine
Polio series	Mumps
Measles vaccine	Hepatitis
Varicella (chicken pox) vaccine (K, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> )	Hib
Tdap (6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> )	Meningococcal Conjugate Vaccine (6 <sup>th</sup> )

Please Note: Preschool students, who do not meet these requirements, will not be allowed to register. Sixth graders and new transfer students, who do not meet these requirements, must present proof by October 16 of the current school year. Those not in compliance by October 16 will be excluded from school until requirements are met. Transfer students entering after October 16 will be given a thirty day temporary admittance to meet these requirements.

## **Dental Requirements**

State law requires students entering Kindergarten, Second and Sixth grades provide proof of having been examined by a dentist, documented on the required form, before May 15. If proof of a dental exam is not provided by this date, the student's report card may be held. For students who show an undue burden or lack of access to a dentist, a waiver may be submitted to meet this requirement. Please consult your school nurse.

## Vision Requirements

State law requires an eye/vision exam within one year prior to Kindergarteners starting school and for all students who are entering an Illinois school for the first time. A vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. For students who show an undue burden or a lack of access to an optometrist or to a physician who provides eye examinations, a waiver may be submitted. Please consult your school nurse.

## Immunization Requirements

### 1) Chickenpox (Varicella) Vaccine

Children entering into any school-operated program for the first time at the kindergarten level and below are required to show proof of having received two doses of chickenpox vaccine (varicella) on or after their first birthday. In lieu of vaccination, a physician can confirm past disease history by having examined the infected child, documenting the parent's description of the child's history or reviewing laboratory evidence. For documentation of illness, the physician must write a comment in the immunization section of the form with signature below or attach a separate signed note to the physical form.

**Preschool Only.....** Children entering preschool are required to show proof of having one dose of chickenpox (varicella) vaccine on or after their first birthday.

### 2) DPT or DTaP (Diphtheria, Pertussis, Tetanus)

Any child entering school for the first time must show proof of having received four or more doses of Diphtheria, Pertussis, Tetanus (DPT or DTaP) with the last dose being a booster and having been received on or after the 4th birthday, but prior to school entrance. Individual doses in the series must have been received no less than four weeks apart.

Any child 6 years of age or older must show proof of receiving three or more doses of DPT, DTaP or Tetanus, Diphtheria (Td) with the last dose being a booster and having been received on or after the 4th birthday. Individual doses in the series must have been received no less than four weeks apart.

**Preschool Only.....** Any child entering preschool for the first time must show proof of having received three or more doses of DPT or DTaP prior to school entrance. The first three doses in the series must have been received no less than 28 days apart. The interval between the third and fourth or final doses must be at least six months.

### 3) Polio

Any child entering school at any grade level, K-12 must show proof of having received 4 or more doses of polio vaccine. A child who received any combination of IPV or OPV must show proof of having received at least 4 doses, with the last dose having been received on or after the fourth birthday. Doses in the series must have been received no less than 4 weeks (28 days) apart. A child who received IPV exclusively or OPV exclusively must show proof of having received at least 3 doses, with the last dose having been received on or after the fourth birthday. Doses in the series must have been received no less than 28 days apart.

**Preschool only....** Any child entering a Preschool program must show proof of having received 3 or more doses of polio vaccine. (defined as {OPV} or {IPV}) Doses in the series must have been received no less than 28 days apart.

### 4) Measles (Rubeola)

Any child entering Preschool must show proof of receiving one measles vaccine on or after the first birthday. Proof of disease, if verified by a physician, may be substituted for proof of vaccination.

All students entering kindergarten or new students must show proof of immunization with two doses of measles vaccine. The first must have been given at least 12 months of age and the second no less than 28 days apart.

### 5) Rubella, Mumps

All children entering Kindergarten or higher must show proof of receiving 2 doses of rubella and mumps vaccines on or after the 1st birthday, with the second dose being no less than 28 days apart. Proof of disease is not acceptable unless laboratory evidence of immunity is presented.

**Preschool only...**All children entering preschool must show proof of receiving one live rubella vaccine and one mumps vaccine on or after the 1<sup>st</sup> birthday. Proof of rubella disease is not acceptable unless laboratory evidence of immunity is presented. Proof of mumps disease, if verified by a physician, or laboratory evidence of mumps immunity may be substituted for proof of vaccination.

6) Haemophilus Influenza Type B (Hib)

**Preschool Only...** Any child entering a school program must show proof of immunization that complies with the Hib vaccination schedule. Children 24-59 months of age who have not received the primary series of Hib vaccine, according to the Hib vaccination schedule, must show proof of receiving one dose of Hib vaccine at 15 months of age or older. The Hib vaccination is not required after the 5<sup>th</sup> birthday (60 months of age.)

7) Hepatitis B (HBV)

Children entering the 6th grade for the first time must show evidence of having received 3 doses of HBV. The first 2 doses must have been received no less than 4 weeks apart and the interval between the second and third dose must be at least 2 months. The interval between the first and third dose must be at least four months. Proof of prior or current infection, if verified by laboratory evidence, may be substituted for proof of vaccination.

**Preschool only...** Any child entering preschool program must show proof of having received 3 doses of HBV. The first two doses must have been received no less than 28 days apart and the interval between the second and third dose must be at least 112 days. The third dose must have been administered on or after six months (168 days) of age. Proof of prior or current infection, if verified by laboratory evidence, may be substituted for proof of vaccination.

8) Tdap

Children entering the 6th, 7th and 8th grade must show proof of receiving Tdap vaccine. It must be the Tdap that is given and documented as such, with the words "Tdap," or the accepted "Tdap medication."

9) Invasive Pneumococcal Disease (PCV)

**PRESCHOOL ONLY:** Any child entering preschool must show proof of immunization that complies with the PCV vaccination schedule. Children 24-59 months of age who have not received the primary series of Pneumococcal Disease Vaccine, according to the PCV vaccination schedule, must show proof of receiving one dose of the PCV vaccine. The Pneumococcal Disease vaccination is not required after the 5<sup>th</sup> birthday (60 months of age.)

10) Meningococcal Conjugate Vaccine: Applies to Students entering 6th grade beginning 2015-2016 school year. One dose of Meningococcal vaccine at entry to 6th grade.

All immunizations must be recorded on physical examination form with complete dates (month, day, year) in immunization box and be signed by a doctor or health professional.

**PLEASE NOTE:**

The previously mentioned physical examination and immunizations are required by the Illinois School Code. Exemptions to this requirement are outlined in the Illinois School Code, Chapter 122, Section 27:8.1.

## **Screening by School Nurses**

Vision screening services are provided annually to: all preschool children who are 3 years old; all children who are in special education classes; students in kindergarten, second and eighth grades; transfer students; and by referral. Parents may object to vision screening on religious grounds. Note: Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months.

Each student is screened for hearing problems: annually in Special Education, Preschool, kindergarten, first, second and third; upon enrollment for new students; and by referral. Parents may object to a hearing screening on religious grounds. Note: A screening for hearing is not a substitute for a complete hearing evaluation by a physician. Your child is not required to undergo this screening if a physician or audiologist has completed and signed a report indicating that an examination has been administered within the previous 12 months.

Deviations from normal in vision and hearing are rechecked personally by the nurse. A written referral is sent to the parents when follow-up is indicated.

### **Objections of Parents to Health Requirements**

Parents may object to physical, immunizations, dental, hearing or eye examinations for their children on religious grounds. If a religious objection is made, a written and signed statement that details the specific religious belief that conflicts with the examination, immunization or other medical intervention must be presented to the school. Religious objection to immunizations must be completed on a specific form per school code and signed by a health care provider. Please consult with the school nurse. General philosophical or moral reluctance to allow such examinations or screenings will not provide a sufficient basis for an exception to the laws which require them. The school authority is responsible for determining whether the religious objection is valid.

### **Lead Screening**

All children entering the East Moline School District Preschool or Kindergarten programs are required by the State of Illinois to show proof of lead screening.

### **Diabetes Screening**

State law requires Diabetes Screening to be completed and documented on all school physicals.

### **Illness**

Any child who has been absent because of illness or has been sent home from school because of illness should remain at home until he/she is free of fever, vomiting, and/or diarrhea for 24 hours. For the protection of other children, all cases of communicable disease should be reported to the school at once. Illness or conditions that fall within the guidelines of the Department of Public Health as a reportable communicable disease will be reported as mandated by law.

## Guidelines Regarding Communicable Diseases

<u>DISEASE</u>	<u>SIGNS &amp; SYMPTOMS</u>	<u>INCUBATION</u>
Chicken Pox	Rash of small blisters developing from small pimples, fever. RETURN TO SCHOOL - 6 days after eruption and blisters are dry.	10 -21 days
Infectious Conjunctivitis	Redness of one or both eyes. RETURN TO SCHOOL AFTER redness or discharge disappears or after effective treatment has begun. (usually 24 hours on medication).	24 - 72 hours
Streptococcal Sore throat & Scarlet Fever	Sudden onset, with fever, vomiting, sore throat and (in scarlet fever) development of rash and "strawberry tongue." RETURN TO SCHOOL AFTER 24 HOUR TREATMENT WITH ANTIBIOTICS, and free of fever.	1 - 3 days rarely longer
Impetigo	Blisters which dry and form a yellowish crusted scab on skin and mucous membrane. RETURN TO SCHOOL AFTER EFFECTIVE TREATMENT HAS BEEN ADMINISTERED. (Usually 24 hrs. on medication).	Variable but commonly 4 -10 days
Ringworm of the Scalp	Small rounded elevated scaly grayish patch on the hairy scalp. Itching is mild. Eventually the hair is lost, leaving bald patches. RETURN TO SCHOOL AFTER TREATMENT HAS BEGUN.	10 -14 days
Ringworm of the Body	Characterized by flat spreading ring-shaped lesions. RETURN TO SCHOOL AFTER EFFECTIVE TREATMENT HAS BEGUN OR PHYSICIAN'S NOTE TO RETURN TO SCHOOL.	4 -10 days
Scabies	Small, scattered red spots, some may be watery or pus-filled blisters. It is an infectious eruption caused by a mite and found most frequently between the fingers and on the forearms but may involve entire body. RETURN TO SCHOOL AFTER EFFECTIVE TREATMENT HAS BEEN ADMINISTERED.	Variable
Measles	Generalized rash of 3 or more days duration, temperature of 101 degrees or higher, cough, runny nose, eyes red and/or sensitive to light. REPORT SYMPTOMS IMMEDIATELY TO YOUR SCHOOL NURSE.	Varying from 8 to 13 days exposure to onset of fever, about 14 days until rash appears

## **Standard Operating Procedure in the Treatment of Head Lice**

Lice are a nuisance, not a disease or illness. The goal is to keep students in school. With this in mind, the following is the practice of East Moline School District 37.

1. Any student suspected of having head lice will be examined by the nurse (or a trained staff member if the nurse is not available) to identify the lice and inform parents regarding the need for treatment.
2. For any student found to have live lice or nits:
  - a. The parent will be notified. The nurse or staff member will not remove the nits. Nit removal is a parental responsibility.
  - b. Students who were found to have live lice or nits will take home a parental responsibility checklist and treatment information. The child's parent must complete treatment. They must also complete and sign the parental responsibility checklist and return it with the student upon his/her readmission to school.
  - c. When the parent is notified, the nurse will explain to the parent what lice and nits are and what procedures must be followed for treatment. The nurse may show the parents the nits and how to remove them. The nurse will recommend that all family members be checked for nits or lice.
3. If a parent calls to report that a student is home because of head lice, the nurse will explain to the parent the necessary treatment procedures that must be completed.
4. Students who have had lice or nits must be rechecked by the nurse or trained staff before being readmitted to class to ensure that treatment has been successfully completed.
  - a. The returned checklist will be reviewed to determine the action taken by the parent.
  - b. If the student is clear of live lice and nits, the student will be readmitted to class.
  - c. If the student still has live lice, the parent will be contacted again.
  - d. If the student has nits only, the parent will again be contacted and the student will be readmitted to class.
  - e. At the nurse's discretion, those students who were found to still have live lice or nits will take home a parental responsibility checklist, treatment information, and the parent may be required to accompany the student in order to be readmitted to school.
5. The school nurse may contact the parent to assess the progress being made and to offer further advice on treatment procedures.

The policy follows the recommendation of the American Academy of Pediatrics.

## **Food Allergies**

Refer to Section V, Student Information, page 37.

## **Physical Education Exemption**

Limited participation in the physical education program may be provided for those who are recovering from a serious illness or injury. An excuse from a medical doctor requesting exemption from all or part of the physical education program should be sent to the school nurse. This excuse should detail the duration of the request and the specific reasons for the exemption; and, if appropriate the type of activities from which the student is exempted. Students excused from physical education will also be inside for recess. A one to two day temporary exclusion from P.E. will be honored with a note from the parent. The school nurse may write a note for one day's exclusion.

## **Exemption from Recess (Elementary Schools)**

Students are expected to participate in all recess periods. It is our philosophy that if a student's health is good enough for him/her to arrive at and attend school, a brief outdoor recess cannot be any more injurious to health than the trip to school itself. If a student is not well enough to be outside with the other students, parents should carefully consider whether or not to send the student to school in the first place. Also, we would appreciate cooperation from the home in seeing that students are properly dressed for cold weather.

In certain special cases parents may feel that the student can attend school, but due to serious recent illness or injury, should stay indoors for recess. In such instances, a note must be sent detailing reasons for the request. A letter from parents is sufficient to keep the student indoors for one day. For more than one day, a doctor's excuse detailing the duration of the request and the specific reasons is necessary. The principal and/or school nurse will review the letter. These students will remain indoors. Parents are asked to please use this procedure only when absolutely necessary.

## **Administering Medication**

The administration of medication is not normally a function of education. However, some students may require prescription medication during the school day. Only in cases where failure to take prescribed medication would jeopardize the student's health and/or education will medication be administered in school. Medication shall only be administered to students by authorized school officials, unless student self-medicating has been specifically authorized by the prescribing physician.

Children are not allowed to bring Tylenol, aspirin, ibuprofen, or other over-the-counter medications unless authorization is received from a physician. Administration of such medication shall be by the nurse, administrator or designee.

Medication shall be delivered to school by a parent/guardian. Medication must be in a container appropriately labeled by a pharmacist/physician. Written orders must be received from the physician. Written permission must be received from the parent/guardian. Notification shall be received when the drug is to be discontinued. Medication orders shall be renewed annually.

The school has a form to be completed by the parent and doctor authorizing the school to administer medication. Medication **will not be given without this form.**

All left-over medications shall be picked up by the parent at the end of the school year, or meds will be discarded.

## **Students with Asthma**

The Illinois General Assembly, PA99-0843, requires school districts to request an ASTHMA ACTION PLAN from parents for students with asthma. Annually, each school district...shall request an asthma action plan from the parents or guardians of a pupil with asthma. If provided, the asthma action plan must be kept on file in the office of the school nurse or, in the absence of a school nurse, the school administrator. Copies of the asthma action plan may be distributed to appropriate school staff who interact with the pupil on a regular basis, and, if applicable, may be attached to the pupil's federal Section 504 plan or individualized education program plan. Please see your school nurse for an Asthma Action Plan form, for further information, or for questions.

## **Student Health Link**

The Student Health Link is available to any student who needs medical attention. A sliding fee scale determines cost. A nurse practitioner and a registered nurse staff this facility. A pediatrician is available. The Link is located at 1314 10th Street, Suite 3 Silvis, Illinois. Call 309-281-2420 for an appointment. Rock Island Clinic is available. Located at 2508 25<sup>th</sup>, Street, Suite A, Rock Island, Illinois. Call 309-732-0958 for an appointment.

## **Emergency Care of District Students**

Should a student be injured while being transported by or in attendance at a District 37 school, the District will act in the best interest of the student. The parent/guardian shall assume any expenses for the emergency transportation or treatment initiated by school personnel while acting in the best interest of the child.

## **Bedside Instruction**

Bedside instruction may be available if the student is anticipated to be absent from school for a period of more than 10 consecutive days or if the student has a chronic medical condition which necessitates recurrent periods of absence of shorter duration than 10 consecutive days. Bedside instruction consists of tutoring provided free of charge by District 37 for no less than five hours of individual instruction per week, dependent upon the student's ability to participate. A licensed physician must complete a medical form before such services may be initiated. The medical form should note the health condition warranting absence: a statement indicating homebound instruction is medically necessary, and the anticipated duration of the need for services. If bedside instruction is desired, the parent/guardian should notify the school nurse so a bedside tutor can be arranged. For more information, please contact the Exceptional Programs Office at (309) 792-2887 ext. 3.

# SECTION IV.

## SPECIAL SERVICES

### Special Education Services

Article XIV of the School Code of Illinois places responsibility on local school districts to provide and maintain appropriate and effective educational programs for all exceptional children who are residents of the district. A child is eligible for services if he/she needs special education and/or related services as a result of having one or more of the following characteristics or conditions: specific learning disability, emotional disability, intellectual disability, speech and/or language impairment, visual impairment, hearing impairment, orthopedic impairment, multiple impairments, autism or traumatic brain injury. The need for special education and related services must be determined at an individualized education conference following documented series of unsuccessful regular education intervention attempts and a comprehensive evaluation.

Special education instructional programs and related services are available to children with disabilities ages three through twenty-one and who are enrolled in the local school district. Depending on the nature and the severity of the educational need, programs are either provided at the local level or through Black Hawk Area Special Education District (BHASED). East Moline School District 37 is a member of the Black Hawk Area Special Education District.

East Moline District 37 provides the following special education programs and services for eligible students within the local district:

- 1) Screening by teachers and other professional personnel to identify students with potential hearing, vision, speech/language, learning or social/emotional needs
- 2) Speech and language therapy for preschool through middle school age.
- 3) Evaluations and consultation by a certified school psychologist.
- 4) Parent and student counseling by a certified school social worker or school counselor.
- 5) Special classes and resource services for students with various disabilities including: mild and moderate intellectual disability (ID), emotional disability (ED), autism (AUT), and learning disability (LD).
- 6) Special classes for preschool children with significant development delays or disabilities.

Special education services for students with more severe disabilities are provided through the Black Hawk Area Special Education District Inter-district Programs or in partnership with area districts. Those programs include: Hearing-Impaired, Moderately/Severely/Profoundly Intellectually Disabled; Severely Emotionally Disabled; and Early Childhood Special Education.

Services for students with Other Health Impairment (OHI), Orthopedic Impairment (OI), Visual Impairment (VI), Traumatic Brain Injury (TBI) and Autism (AUT) are available through district or Inter-district programs, depending upon the nature and severity of the student's disabilities.

Homebound tutoring services are available for those requiring special placement at home or in a hospital because of a "temporary health impairment" certified by a medical provider.

All elementary schools are directly serviced by multiple certified special education teachers. Students needing a limited amount of services, generally less than 50% of their instructional time, are served by these teachers in their home school, depending on the uniqueness of his or her educational needs. These students are assigned consultation or direct resource special education services for the amount of time necessary to meet their special needs. For some students, services may be provided by itinerant special education teachers employed by BHASED. Among special education and related services provided by BHASED itinerant teachers are vision, hearing, orthopedic, adaptive PE, occupational therapy and physical therapy services.

All District 37 students of elementary age and in need of special education services for 50% or more of their instructional time may have instructional/self-contained classrooms available to them at specific buildings in the district.

- 1) Non-Categorical Preschool Programs – Wells
- 2) Primary and Intermediate Level Cross Categorical Programs - Hillcrest
- 3) Intermediate Level Cross-Categorical Programs - Bowlesburg
- 4) Elementary ED Program - Ridgewood

Special education eligible middle school students have available to them consultation, resource and instructional services at Glenview Middle School, as well as the various itinerant and inter-district services available through Black Hawk Area Special Education District.

Limited special education services are also made available to private/parochial and home school students with disabilities. Which services will be available and where they will be provided is determined annually through consultation meetings with those private schools.

Parents desiring that their child be evaluated for special education services should contact their building principal to discuss the request. For further information regarding special education programs, procedures, or parents' rights, please contact Kristin Taylor, Associate Superintendent of Exceptional Programs, 792-2887 ext. #3.

## **Preschool Screening**

Children ages 3-4 years are annually screened in the areas of hearing, vision, speech and language and general development. If screening results indicate the need for further assessment, parents/guardians will be notified and written consent will be requested. The Preschool screening is a service provided at no charge to residents of District 37. Questions about screening procedures or dates may be directed to the Preschool Director, Mrs. Tonya Hanrahan, at 792-2887, ext. 3.

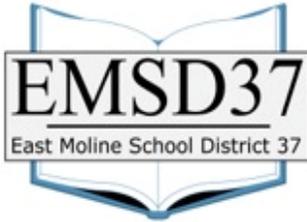
Screening of children ages Birth to 3 is also available through District 37 in conjunction with other community agencies. Questions about 0-3 screening may be directed to Mrs. Tonya Hanrahan at the Office of Exceptional Programs at 792-2887, Extension #3.

## **Interpreting Services**

Please refer to Section II, Parent Information.

## **Bedside Instruction**

Please refer to Section III, School Health.



## EAST MOLINE SCHOOL DISTRICT 37

Office of Exceptional Programs

3451 Morton Drive • East Moline, Illinois 61244

Phone: (309) 792-2887 x3 • Fax: (309) 792-4745

Quality Education for Tomorrow's World

Kristin Taylor, Associate Superintendent

Tonya Hanrahan, Coordinator

## NOTIFICATION

### Medicaid Data Release-Special Education Students Only

If your child receives special education services and is also Medicaid eligible, East Moline School District can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP.) Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birthdate and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, **do nothing**.

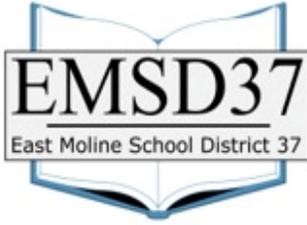
If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to Mrs. Kristin Taylor, Associate Superintendent of Exceptional Programs; 3451 Morton Drive, East Moline, Illinois 61244.

Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

The program has **no impact** on your child's or your family's current or future Medicaid benefits. Under federal law, your decision to participate in this program CANNOT:

- a) Decrease lifetime coverage of any other public service benefit.
- b) Result in your family paying for services that would otherwise be covered by Medicaid
- c) Increase your premiums or lead to discontinuation of benefits or insurance or
- d) Result in the loss of eligibility for home and community-based waivers.

Your continued consent allows us to recover a portion of the costs associated with providing health services to your child.



## EAST MOLINE SCHOOL DISTRICT 37

Office of Exceptional Programs

3451 Morton Drive • East Moline, Illinois 61244

Phone: (309) 792-2887 x3 • Fax: (309) 792-4745

Quality Education for Tomorrow's World

Kristin Taylor, Associate Superintendent

Tonya Hanrahan, Coordinator

### AVISO

#### Otorgar Datos de Medicaid- Alumnos de Educación Especial (Solamente)

Si su hijo recibe servicios de recursos especiales y también es elegible para Medicaid, el Distrito de East Moline puede recibir un reembolso parcial de Medicaid por los servicios documentados en el Programa Educativo Individualizado (IEP) de su hijo. El reembolso de Medicaid es una fuente de fondos aprobado por Congreso para ayudar a las escuelas mantener y mejorar los servicios diagnósticos y terapéuticos para los alumnos.

El proceso de reembolso requiere que el distrito escolar le provee a Medicaid el nombre de su hijo, su fecha de nacimiento, y número de Medicaid. La ley federal requiere aviso anual de nuestro intento de recibir este reembolso.

Si da su consentimiento en dar la información a Medicaid, **no tiene que hacer nada.**

Si no está de acuerdo en dar la información a Medicaid, ahora o en el futuro, por favor declare su objeción por escrito a la Sra. Kristin Taylor, Superintendente Asociada de Programas Excepcionales; 3451 Morton Drive, East Moline, Illinois 61244.

Independientemente de su decisión, el distrito debe de continuar de dar los servicios dichos en el IEP, a ningún costo para Ud.

El programa **no tiene ningún impacto** en los beneficios de Medicaid que su hijo o la familia este recibiendo o en el futuro. Bajo la ley federal, su decisión de participar en este programa NO PUEDE:

- a) Reducir cualquier otro beneficio de servicio público que reciba de por vida
- b) Resultar en que su familia pague por servicios que serían cubiertos por Medicaid
- c) Aumentar sus primas de aseguranza o llegar a la suspensión de beneficios o aseguranza o
- d) Resultar en no ser elegible para cualquier otra ayuda comunitaria.

Su consentimiento nos permite a recibir un reembolso parcial de los costos asociados en proveer servicios de salud a su hijo.

# SECTION V.

## STUDENT INFORMATION

### Admissions

**Children entering East Moline Schools for the first time must present a certified birth certificate.** Student social security numbers are requested, but not required upon enrollment in the district. Students transferring in from another Illinois School should present the Illinois State Board of Education Student Transfer Form. Verification of Address is required for all students on an annual basis at registration, or when transferring into the East Moline School District 37.

Children who have been determined eligible for the district's At-Risk Preschool or special education Preschool may enter prior to their 5th birthday but no earlier than their 3rd birthday. Only children who have reached their 5th birthday on or before September 1 of the current year are eligible for admission to kindergarten.

### Inscripciones

Ninos inscribiendo por primera vez en las escuelas de East Moline tendran que presentar un acta de nacimiento. Se les pide numero de seguro social, pero no se requiere para poder inscribirse en el distrito. Esos estudiantes entrando de otra escuela en el estado de Illinois deben presentar la Forma de Traslacion Estudiantil del Comite de Educacion del Estado de Illinois. Se requiere la prueba de la residencia anualmente para todos los estudiantes en el registro o al trasladar al distrito 37 de East Moline.

Esos ninos que han sido identificados como elegibles para el programa del distrito Preescolar a Riesgo o para el programa Preescolar de Educacion Especial podran entrar antes de cumplir 5 anos pero no antes de cumplir 3 anos. Solamente esos ninos que han cumplido 5 anos de edad para el 1 de septiembre o antes de esa fecha del ano actual seran elegibles para inscribirse en el kindergarten.

### Admission of Transfer Students

The "Illinois School Student Records Act", Act 10, prohibits public schools from denying admission to students who do not present records from a school previously attended, and further, requires that such schools must furnish requested records to the receiving school within 10 days of request. The responsibility for securing and providing school records rests with the schools rather than with the student. The section reads as follows:

#### Act 10, Section 10/8.1

Sec. 8.1. (a) No school may refuse to admit or enroll a student because of that student's failure to present his student permanent or temporary record from a school previously attended. (b) When a new student applies for admission to a school and does not present his school student record, such school may notify the school or school district last attended by such student, requesting that the student's school student record be copied and sent to it; such request shall be honored within 15 days after it is received.

Sec. 8.1. (b) Within 10 days after receiving a request from the Department of Children and Family Services, the school district last attended by the student shall send the student's school records to the receiving school district.

Sec. 8.1. (c) In the case of a transfer between school districts of a student who is eligible for special education and related services: when the parent or guardian of the student presents a copy of the student's then current individualized education program (IEP) to the new school, the student shall be placed in a special education program in accordance with that described in the student's IEP\*.

Sec. 2.3. 13 (a) The Illinois School Code, also requires that all public school districts provide a student transfer form to any student who is moving out of the school district to verify whether or not the student is "in good standing" and, whether or not his or her medical records are up-to-date and complete as defined in Section 2-3.13(a). "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled

to attend classes, as of the date of this form. No public school district is required to admit a new student unless he or she can produce this form from the student's previous public Illinois school district enrollment.

\*In accordance with the 23 Illinois Administrative code, if the IEP cannot be fully implemented, a note identifying services to be provided and a plan for future action will be incorporated into the IEP and it will be implemented in its modified form.

## **Student Supplies**

Students in K-4 must supply such items as pencils, erasers, rulers, scissors, paints and crayons, gym shoes, and other material as deemed necessary by the teacher. At Glenview, students must supply such items as lined paper, pencils, erasers, black or blue pens, folders, P.E. uniform and gym shoes.

Specific grade-level supply lists are developed by each school and are available at the school's office, on the District website ([www.emsd37.org](http://www.emsd37.org)), and at registration.

## **Student Assignment to Classrooms**

Student assignments are made to provide equity within and among classrooms at the elementary level and teams at the middle school level. Assignment is based on such factors as:

special needs of students	behavioral considerations
class size balance	gender balance
ethnic balance	academic balance*

Written parental input pertaining to the student's educational needs will also be considered in the decision making process.

\*Assignment of students to Cluster classrooms (elementary school) and Challenge classes (middle school) is determined by eligibility in the TEC Program.

## **Bilingual Education**

East Moline District 37 offers a Transitional program of Instruction (traditional ESL) and a Transitional Bilingual Education Program (Bilingual) to serve its English Language Learner (ELL) population. Non-Spanish-speaking students receive TPI instruction in a pull-out model while Spanish-speaking students receive bilingual instruction, which is instruction given in the home language and English in core subjects and in the history and culture of the native country. Students are identified for the program based on the Home Language Survey and the results of the state mandated WAPT screening test. Incoming Hispanic Kindergarten students have the option of attending a self-contained, full-time bilingual Kindergarten classroom. The district provides transportation to students if the classroom is not at their home school. Students whose native language is other than English and Spanish are only eligible for TPI services. Contact Rosalva Portillo at 792-2887, ext. 6 for more information.

## **Educación Bilingüe**

El Distrito 37 de East Moline ofrece un Programa de Enseñanza Transitorio (Programa tradicional de inglés como segundo idioma) y un Programa de Educación Bilingüe Transitorio (Bilingüe) para atender a su población de estudiantes que están aprendiendo inglés.

Los estudiantes que no hablan español reciben enseñanza por medio del Programa de Enseñanza Transitorio y según un modelo donde son sacados de sus salones de clase, mientras que los estudiantes que hablan español reciben una enseñanza bilingüe. La educación bilingüe se divide en enseñanza en el idioma que se hable en el hogar e inglés para las materias principales, y la historia y cultura del país de origen. Para propósitos del programa, los estudiantes se identifican según el idioma que se habla en el hogar y los resultados de la prueba de selección WAPT (prueba para determinar si el estudiante debe estar en programa bilingüe) exigida por el estado. Los estudiantes hispanos que entran al nivel de kindergarten tienen la opción de acudir a un salón de clases de kindergarten totalmente bilingüe.

El distrito ofrece servicios de transporte para los estudiantes cuyo salón bilingüe no se encuentra en la escuela que les corresponde por zonificación. Los estudiantes cuya lengua materna sea distinta de inglés o español sólo pueden optar por los servicios del Programa de Enseñanza Transitorio.

Para mayor información, puede contactar a Rosalva Portillo al número telefónico 792-2887, extensión 6.

## **Gifted Education**

District 37 offers a wide-range of services within the Thinking Skills, Enrichment, and Challenge (TEC) Program from grade 1 through grade 8. Students are annually identified for eligibility in the TEC Program. Identification is a two-step process:

### **SCREENING (IDENTIFICATION PROCESS)**

Screening is the first part of the identification process. When a student is screened, it means that he/she is being considered for selection in the TEC program. Following is a grade level by grade level description of how students are recommended for screening:

K	—————>	1st	All Students (based on test scores, Teacher Referral, or Parent Referral)
1st	—————>	2nd	Students Not Currently in the Program (based on test scores, Teacher Referral, or Parent Referral)
2nd	—————>	3rd	Students Not Currently in the Program (based on test scores, Teacher Referral, or Parent Referral)
3rd	—————>	4th	Students Not Currently in the Program (based on test scores, Teacher Referral, or Parent Referral)
4th	—————>	5th	All Students (based on test scores, Teacher Referral, or Parent Referral)
5th	—————>	8th	Students Not Currently in the Program (based on test scores, Teacher Referral, Self-Referral or Parent Referral)

### **SELECTION (IDENTIFICATION PROCESS)**

Selection, the second part of the identification process, determines whether or not a student is eligible for the TEC program according to the criteria established by the East Moline School District. Following is a description of the criteria and process which is used for applying it:

#### RANGE OF "GIFTEDNESS"

##### MILD

- 89-91%ile on achievement test scores

- 89-91%tile on ability test score

- May benefit from the program (recommendation)

- Exhibits 70% of gifted characteristics (rating)

##### MODERATE

- 92-95%ile on achievement test scores

- 92-95%ile on ability test score

- Probably benefit from the program (recommendation)

- Exhibits 80% of gifted characteristics (rating)

##### HIGH

- 96-99%ile on achievement test scores

- 96-99%ile on ability test score

- Definitely benefit from the program (recommendation)

- Exhibits 90% of gifted characteristics (rating)

A TEC screening/selection committee will review the profiles of all students who are in the screening pool. Each student's profile will be considered on an individual basis. Selection into the TEC program will depend on two factors:

- profile of the student in relation to the established Range of "Giftedness" and in relation to other students currently in the program

- current number of identified students in the program at that grade level\*

Profiles for students entering first and second grades will include ability test scores, specific work samples, and teacher recommendation/rating. Profiles for students entering grades three through eight will include the most recent (within two academic years) ability test scores, the most recent (within two academic years) achievement test scores, and teacher recommendation/rating.

In reviewing student profiles, the committee will use the following guidelines for selection and placement:

- Strongest consideration is given to profiles which exhibit all indicators (ability, achievement, recommendation, and rating of characteristics) in the "high", "moderate," or "mild" ranges of giftedness.
- Strong consideration is given to profiles which exhibit three indicators (ability, achievement, recommendation, or rating of characteristics) in the "high", "moderate", or "mild" ranges of giftedness.
- Consideration is given to profiles which exhibit two indicators (ability, achievement, recommendation, or rating of characteristics) in the "high", "moderate" or "mild" ranges of giftedness. However, at least one of the indicators must be an ability or achievement score.

If there is a question as to the validity of test results (by the classroom teacher, parent, or screening committee), or if a student does not have "recent" (within two academic years) test results, those portions of the ability or achievement tests may be administered to the student. The result(s) of these test(s) will then become part of the student's profile which is reviewed by the screening committee to determine placement. The screening/selection committee may use additional information such as previous years' test scores, review of achievement test and/or ability test sub areas, a student questionnaire, or examples of the student's work to make a final decision regarding placement. Students that have been screened and who are not selected for the program will be placed on a watch list.

*\*Every effort will be made to ensure that the TEC program (at each grade level) maintains an enrollment of between 5%-10% of the district-wide student population at that grade level.*

### **CONTINUATION, REVIEW, EXIT**

Once a student enters the elementary TEC program, he/she does not go through the identification process again until the end of fourth grade. At that time, **all** fourth grade students (whether or not they have been in the TEC program) are identified for eligibility in the middle school program. Once a student enters the middle school TEC program, he/she does not go through the annual identification process in the subject areas where he/she was identified. However, it is recognized that identification measures are not 100% accurate, therefore, it may be necessary to review a student's program placement. Reasons for reviewing a student's placement in the elementary program or middle school Challenge class include:

1. The student is not...
  - a. able to demonstrate an understanding of abstract and/or complex ideas and information.
  - b. able to demonstrate the use of higher order thinking skills and problem solving strategies.
  - c. able to demonstrate the use of "a" or "b" above in completed products i.e., research reports, compositions, projects.

-OR-

2. The student is experiencing social/emotional problems which are a detriment to his/her health and/or the student's ability to perform in the elementary program or middle school Challenge class.

-OR-

3. The student is displaying inappropriate behavior, which interferes with his/her ability to perform in the elementary program or middle school Challenge class, or the right of other students to learn.

The steps in the review process include:

1. parent notification, by the teacher, of the reason(s) for reviewing the student's placement and the expectations for continuation in the elementary program or middle school Challenge class. The student will be given a reasonable time in which to demonstrate those expectations.
2. continued communication between the teacher and the parent regarding the student's progress toward meeting the expectations.
3. a recommendation, by the teacher, at the end of a grading period or school year regarding the student's status in the program. This recommendation will be communicated to the Program Director.
4. parent notification of the final decision regarding the status of the student in the elementary program or middle school Challenge class. That status may include:
  - a. continuation in the elementary program or Challenge class
  - b. being placed on "probation," with specific criteria identified for continuation
  - c. being exited from the elementary program or Challenge class\*
  - d. some other appropriate recommendation

\*If a middle school student receives a "D" or "F" in a Challenge class on his/her report card for two consecutive grading periods, the student will be exited from that Challenge class.

## **Attendance**

The state law provides that school must be in session a minimum of 176 days. Your child is deprived of doing his/her best work if he/she is not in regular attendance at school. We stress regular attendance at all grade levels.

Senate Bill 730 mandates that parents must call the school when their child is absent from school. If the parent does not call school, then the school will contact the parent at home or work to verify the child's absence. Your phone call to the school will help us tremendously. However, if you are unable to call, please send a note stating the reason upon the child's return.

Any student absent from school can be admitted to class by returning to school with a note stating the reason for the child's absence.

School personnel will monitor attendance. To be counted in attendance for the full day, students in kindergarten and grade 1 must be present for 4 hours and students in grades 2-8 must be present 5 hours. Half day attendance requires that K-1<sup>st</sup> students be present 2 hours, grades 2-8 students 2 1/2 hours. Parents/students will be referred to the Rock Island County Attendance Project, if absences become excessive.

In order for a student to achieve **Perfect Attendance**, all school days must be attended without any absences (excused or truant) or tardies.

## **Tardiness**

**Elementary School Attendance hours: 8:30am-3:00pm**

**Glenview Middle School Attendance hours: 7:55am-2:30pm**

A student is considered tardy in the K-4 buildings if he/she is not in his/her classroom by 8:30 a.m. At Glenview, a student is considered tardy if he/she is not in his/her classroom by 7:55 a.m. A student will also be considered tardy if he/she leaves school early. **To be counted in attendance for the full day, students in kindergarten and grade 1 must be present for 4 hours and students in grades 2-8 must be present 5 hours.**

# Homework

## Rationale for Homework

Throughout EMSD37 there is an expectation that student performance is to be measured and reported on the basis of clear curriculum content and student performance standards. Therefore, academic grades should be directly based on student performance in mastering State and District content standards. Homework is an instructional strategy for improving student success and it is used to evaluate student performance as it directly relates to the student's mastery of academic curriculum standards. It reinforces the lessons of the school day and provides opportunities for students to extend learning and practice skills.

### **Homework procedures when a student is absent**

- Absence or Suspension – Homework will be available in the main office by 3 pm the day following notification of absence of 3 days or longer
- TEP (In-school suspension) – When a student is assigned to TEP, the TEP supervisor will communicate with classroom teachers to obtain work for the student to complete that day.

### **Use of Homework for Grading (grades 6-8)**

- As homework is aligned to standards and student proficiency, it may be counted as a part of a student's grade. All students will be expected to complete all homework assignments demonstrating proficiency, and on time. Students who do not demonstrate proficiency will work with the teacher until the assignment is completed successfully. Students who do not complete multiple (3) assignments will be moved to Encore classes where assistance will be given, if work cannot be completed working with the student's teacher. As students achieve proficiency, the homework grade will be changed to a C (or equivalent).
- No late assignments will be accepted in the last week of the grading period without prior teacher approval.
- If work still has not been completed one week prior to the \*end of the grading period, it may be converted to a zero, provided a parent contact has been made.

### **Use of Homework for Grading (grade 5)**

- As homework is aligned to standards and student proficiency, it may be counted as a part of a student's grade. All students will be expected to complete all homework assignments on time. Students who do not complete assignments will work with the teacher until the assignment is completed. This may include adjusting a student's schedule to allow for time to complete the task.
- When students demonstrate proficiency on the homework assignment, a letter grade of "C" (or an equivalent) will be recorded.
- No late assignments will be accepted in the last week of the grading period\* without prior teacher approval.
- If work still has not been completed one week prior to the end\* of the grading period, it may be converted to a zero, provided a parent contact has been made.

*\*End of grading period refers to the end of each quarter.*

## **Grading and Report Cards**

Grading is an important part of monitoring each student's development and is intended to provide parents with an evaluation of the student's progress. The district's focus is on meeting State Standards and grade level Expectations while taking into account the student's individual needs; evaluation and grading reflect that philosophy. In some cases teachers must make changes in the curriculum and/or instruction in order to better meet individual needs. In these instances, the student receives a modified grade noted by an asterisk ( \* ) on his/her report card. THE MODIFIED GRADE IS DETERMINED BY THE STUDENT'S WORK BASED ON CHANGES MADE BY THE TEACHER. WHILE THE GRADE COUNTS TOWARD PROMOTION, IT DOES NOT REPRESENT GRADE LEVEL ACHIEVEMENT.

Information about each student's progress is shared with parents through phone calls, written notes, special reports, report cards, conferences, e-mail, and PowerSchool Parent Access. Report cards are issued four times per year (at approximately nine-week intervals) except at kindergarten where they are issued twice per year (at approximately eighteen-week intervals). Parent/Teacher Conferences are held twice during the school year with the second conference by teacher invitation or parent request only.

**Please see "Skyward" on page 7 of this handbook for additional student grading information.**

## **Achievement, Ability, and State Testing**

District 37 administers the Measure of Academic Progress (MAP) assessment. The MAP is a computerized adaptive test that accurately reflects the instructional level of each student and measures growth over time. The MAP is administered Fall and Spring for all students and may be administered in January to monitor growth. This test is used to determine students' strengths and weakness (to assist in planning for instruction), monitor growth in achievement, and to identify student eligibility for special programs.

Each spring, students are administered the PARCC, Partnership for Assessment of Readiness for College and Careers in the following grades: reading and math in grades 3 - 8. These tests are used to determine the extent to which students and schools are meeting the Illinois Learning Standards.

## EAST MOLINE DISTRICT 37 PROMOTION STANDARDS AND RETENTION CRITERIA

THE FOLLOWING INCLUDES PROMOTION/RETENTION GUIDELINES FOR GLENVIEW MIDDLE SCHOOL THAT TOOK EFFECT WITH THE 2006-07 SCHOOL YEAR.

East Moline District 37 schools attempt to identify students who are at risk of academic failure and offer those students appropriate remedial interventions during the school year. The interventions may include, but are not limited to:

- tutorial assistance
- extended learning time
- modifications in curriculum and / or instruction
- special classes

However, in spite of interventions, some students may not successfully meet standards for promotion to the next grade.

District 37 School Board policy 725.02 states that, “no student shall be promoted to the next grade level based upon age or any other social reason unrelated to academic performance.” A student, who is retained at the end of the school year, may be given the option of attending a District-sponsored summer school program if one is conducted. Should the student successfully complete the summer school program, he/she may be promoted to the next grade level in the fall. Students who do not attend summer school or who do not successfully complete the summer program will continue in the same grade level.

To be promoted, students must meet standards regarding grades and attendance. Specific criteria has been established which is used to determine when a student is retained.

### **STANDARD #1: To be promoted, the student must achieve satisfactory report card grades.**

The student will be retained if he/she:

#### Grades 1, 2 and 3

Receives unsatisfactory (failing) grades in more than one of the following three core subject areas: reading, writing, and / or mathematics for two or more nine weeks grading periods, if at least one of those grading periods is during the second semester.

#### Grade 4

Receives unsatisfactory (failing) grades in more than two of the following five core subject areas: reading, writing, mathematics, science and/or social studies for two or more nine weeks grading periods, if at least one of those grading periods is during the second semester.

#### Grades 5 through 8

Has a cumulative (for the year) grade point average below 1.0 for all subjects AND/OR fails more than two of the five core subjects.

- A student fails a core subject when he/she receives a failing grade ("F") for two or more nine weeks grading periods, if at least one of those grading periods is during the second semester.
- The five **core subjects** include: reading, language arts, mathematics, science and social studies. **All subjects** include the core subjects plus exploratory classes, physical education and band (7th and 8th grades only).

**STANDARD #2: To be promoted, the student must attend school on a regular basis while otherwise being in good academic standing.**

The student will be retained if he/she:

Grades 1, 2 and 3

Is absent more than 10% of the days for which he / she is enrolled or should have been enrolled in a District 37 school and receives unsatisfactory (failing) report card grades in at least one of the core subject areas as listed in Standard #1.

Grade 4

Is absent more than 10% of the days for which he / she is enrolled or should have been enrolled in a District 37 school and receives unsatisfactory (failing) report grades in more than one of the five core subject areas as listed in Standard #1.

Grades 5 through 8

Is absent more than 10% of the days for which he / she is enrolled or should have been enrolled in a District 37 school, has a cumulative (for the year) grade point average of below 1.0 for all subjects AND/OR fails more than one of the five core subjects as listed in Standard #1.

The promotion standards and retention criteria apply to all regular education students. However, in every case, the building principal shall make the final determination regarding the promotion or retention of students in accordance with District 37 policies.

It is the intent of District 37 schools to provide parents with timely information regarding the possible retention of their child. Following are the steps in the retention process:

- During the entire school year, students at risk of failure are identified through such means as: teacher referral, report card grades, special reports, and attendance. Parents will be notified of the difficulties their child is experiencing through conferences, phone conversations, and/or written notices (such as report cards, special reports, etc.). Appropriate remedial interventions will be implemented to assist and support these students.
- Regular Parent/Teacher conferences are scheduled for the fall and winter. Additionally, parents or teachers may request a conference at any time to discuss student progress.
- Building principals will maintain a list of students to be considered for possible retention. This list will be updated after each grading period and notification will be sent to parents at the end of the first, second, and third quarters regarding possible retention. However, due to the fact that school attendance and fourth quarter report card grades are used as criteria in determining retention, all parents may not receive written notification after each grading period.
- A letter indicating retention of the student will be sent to parents at the end of the fourth grading period. Included in the letter will be information regarding the summer school option. Promotion or retention will also be indicated on the student's report card.
- Parents of students who attended summer school will be notified by the building principal as to whether or not their child has successfully completed the summer program and if he / she will be promoted to the next grade in the fall.

## **Food Service Program**

The East Moline School District participates in the federally sponsored Child Nutrition Lunch and Breakfast Program. Our meals meet the USDA standards for calories, calories from fat, saturated fat, protein, calcium, iron, vitamin A and vitamin C. Menus for breakfast and lunch may be viewed on the district web site, and are also sent home with each student at the beginning of each month.

### **Community Eligibility Provision (CEP):**

The East Moline School District #37 participates in the Community Eligibility Provision (CEP). Under the CEP program, our district provides healthy breakfasts and lunches, **at no charge**, for **ALL** students, kindergarten through 8<sup>th</sup> grade. This means parents/guardians are not required to apply for free/reduced meals. The only food items your child(ren) would be required to pay for are, milk (if they bring a sack lunch) and any a la carte items. Your child(ren) must have money in their meal account in order to purchase the separate milk or a la carte items. These items are NOT INCLUDED under the CEP program.

**STUDENTS MUST TAKE THE ENTIRE MEAL.** They are not allowed to take just the milk and not the rest of the meal. Milk can be purchased as an a la carte item for .35.

Monthly menus and nutritional information are available on the district website under Departments. Click on the Food Service link.

### **Meal Account Deposits for A La Carte:**

For students who wish to purchase a la carte items, **you must deposit money into their meal accounts**. Students are **NOT ALLOWED TO CHARGE A LA CARTE ITEMS**.

You have two ways to deposit money into their accounts. One is to send cash or a check (made out to East Moline School District) with your child(ren) to school OR you can use our Skyward online payment system which is located as a link on our district website at **www.emsd37.org**. For parent/guardian access to submit payments on the Skyward link, you must contact the secretary at your child's school to receive your online login and password.

All students are issued a 4 digit PIN number that they will continue to use during the entire time they are attending the East Moline school district. This system is a secure and confidential means of providing secure student depositing. Students purchasing **a la carte items** will use this 4 digit pin number to log in to their account.

### **Food Allergies:**

Food substitutions will be made for children who are diagnosed with food allergies that may result in severe life threatening reactions (7CFR Part 156). A dietary request regarding food allergy substitutions **MUST BE** supported by a statement from a licensed physician that must include the following:

- identification of the medical allergy.
- the food or foods to be omitted from the child's diet.
- the food or choices of foods to be substituted.

Juice may be substituted for milk at mealtime if a child is documented as lactose intolerant.

The above information must be submitted to the school nurse.

### **Meal Substitutions for Religious Reasons:**

In accordance with the United States Department of Agriculture, school food service is **NOT REQUIRED** to provide food substitutions on the basis of religious purposes. Our facilities cannot support allowing meal pattern variations for religious reasons to be made on an individual basis. This puts too much of a burden on our kitchen facilities and staff. The East Moline school district **ONLY MAKES FOOD SUBSTITUTIONS FOR MEDICAL REASONS** in which a licensed physician must provide documentation of this medical condition. The food service office can provide parents/guardians menus informing you of pork or other food item contents. It is recommended that you bring an alternative item or meal from home such as a sack lunch on the days your child(ren) cannot eat the items on the school menu. If you send an alternative item, your child(ren) can still receive the school meal without taking the item they are not allowed to eat and substituting it with the item you sent from home. For questions regarding this, you may call the Director of Food Services, Colin Kave, at 792-2887, ext. 317.

## **Rules and Regulations to Govern School Student Records**

Citizens of District 37 should be aware of the following information regarding student record keeping. This is in compliance with the mandated Illinois Office of Education Student Records Act. The following information is a summary of some of the salient points of the Act:

A. STUDENT PERMANENT RECORD (It is kept for 60 years after graduation).

- 1) Basic Identifying Information
- 2) Academic Transcript
- 3) Health Record
- 4) Attendance Record
- 5) Accident Reports
- 6) Other Basic Information

B. STUDENT TEMPORARY RECORDS CAN INCLUDE:

- 1) Family History
- 2) Intelligence & Aptitude Tests
- 3) Reports of Evaluations by Staff Specialists
- 4) Group Achievement Test Results
- 5) Extracurricular Activities & Honors or Awards
- 6) Teacher Anecdotal Records
- 7) Disciplinary Records
- 8) Reports from Private Agencies and Non-Educational
- 9) Special Education Reports
- 10) Other Information of Clear Relevance to the Child's Education
- 11) Releases of Information

Temporary student records are shared between school districts upon request from school authorities. Parents have the right to examine and copy information. School records will not be shared with other individuals or agencies, except as indicated in D. below, without first having written consent from the parent or guardian.

Copies of student temporary records will be maintained for five years after the student leaves the district. After the five year anniversary of the student's leaving the district, the records will be destroyed unless the parent or student of age 18 or older requests the copies. To make such a request, contact the District Student Records Custodian, Julie Moreno, in the Office of Exceptional Programs, 3451 Morton Drive, East Moline, 309-792-2887, Ext. #3.

C. PARENTS HAVE THE RIGHT TO:

- 1) Inspect and copy any and all information
- 2) Challenge the contents of the records (by notifying the principal)
- 3) Receive copies of records proposed to be destroyed
- 4) Inspect and challenge information proposed to be transferred to another school district.

D. LOCAL, STATE AND FEDERAL EDUCATIONAL OFFICIALS

- 1) Have access to student records for educational and administrative purposes without parental consent.
- 2) To a court order or subpoena
- 3) All other releases of information require the written consent of the parent or eligible student (18 years of age)

E. A PARENT OR STUDENT MAY NOT BE FORCED TO RELEASE INFORMATION

- 1) As indicated, this information is open to student and parents within the framework of the document.
- 2) Each school principal shall serve as student record custodian for their building.
- 3) Any persons interested in their child's records should contact the building principal.
- 4) All student records, as mandated by law, have recently been cleared of information not felt to be relevant to your child's education.

- 5) A copy of this Record Act Document is available for review in each school building upon proper request to the building principal.

F. PERMISSION TO CONDUCT RESEARCH

H.B. 0990 changes the requirements for granting permission to persons who request the use of student records for the purpose of research, statistical reporting or planning. Previously, permission was granted by the State Superintendent. Now, local school district officials are responsible for granting permission and securing a signed affidavit from the person seeking access to the records. The revised section reads as follows: Ch. 122, par. 50-6 Sec. 6 (a). No school student records information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows: (4) To any person for the purpose of research, statistical reporting or planning, providing that no student or parent can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.

## Address/Phone Number Changes

As stated in Section II, Parent Information, it is important that schools have **current** address/home/work phone numbers, and an emergency phone number at all times, especially in case of emergency. **Please notify the school secretary immediately upon changing your address and/or telephone number (s).**

## EMSD Internet Access Acceptable Use Policy (revised January 2009)

Internet access is available in most District 37 classrooms and libraries. We believe that the Internet offers vast, diverse and unique resources to students. Our goal in providing this service to students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Privileges – The use of the District’s Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

Acceptable Use – Access to the District’s Internet must be for the purpose of education or research and be consistent with the educational objectives of District 37.

Unacceptable Use – Some examples of uses are . . .

- using the network for any illegal activity, including violation of copyright or other contracts.
- unauthorized downloading of software.
- using the network for private financial or commercial gain.
- wastefully using resources, such as file space.
- gaining unauthorized access to resources or entities.
- invading the privacy of individuals.
- using another user’s account or password.
- posting material authored by another without his/her consent or posting anonymous messages.
- accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

**While the district uses a filter to block access to inappropriate web sites, it is not considered to be a "fool proof" system.**

**All EMSD students who violate acceptable use policy could have internet privileges revoked and/or face disciplinary action.**

Vandalism - Vandalism may result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy physical hardware, data of another user, the Internet, or any other network.

Network Etiquette – Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- be polite
- do not swear or use vulgar language.
- do not reveal any personal information.

## Library Policy/Program Information

A full statement of our Library/Media Policy can be found on our website at:

[http://www.emsd37.org/gvlib/dis\\_lib\\_prog/index.htm](http://www.emsd37.org/gvlib/dis_lib_prog/index.htm)

The student check out policy is as follows:

- a. When library materials are overdue, a reminder is sent to the student. Multiple reminders may be used at the discretion of the library staff.
- b. A note addressed to the parent is sent home with the student or via U.S. Mail.
- c. If at this point the student indicates that the material is lost, or if the material is returned damaged beyond repair, a letter is sent to the parent via U.S. Mail, indicating the problem and requesting payment for replacement of the material. **(At this stage, checkout privileges are restricted either for one month, or until payment is made.)**

### **LOST/STOLEN/DAMAGED BOOK REPLACEMENT COSTS**

#### **Library Books**

Full replacement cost is charged within three years of the first circulation. After the material has been in circulation for at least three years, one half of the replacement cost will be assessed.

## Textbooks/Textbook Replacement Fees

Textbooks are purchased as curriculum is adopted by the District. Therefore, **textbook replacement costs differ from library book replacement costs in that the full value of a lost/stolen/damaged textbook is charged.** A full replacement value will be required during the time the textbook is in use by the District.

## SECTION VI.

### STUDENT CONDUCT

#### **Rights and Responsibilities Dress and Appearance**

Students are expected to come to school and school functions dressed in clothing that is appropriate for the school setting and function. Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning environment, or compromise reasonable standards of health, safety, and decency. Administrative discretion will be used to determine the appropriateness of clothing items worn by students if in question.

Examples of inappropriate clothing items, or dressing modes, may include, but are not limited to:

1. Clothing which advertises a product or service that is illegal for students.
2. Clothing containing profanity or inappropriate language.
3. Clothing with sexual, vulgar, lewd, or indecent graphics or pictures.
4. Bandanas worn in any manner.
5. Clothing which is considered too revealing or deemed to be unsafe.
6. Clothing which displays messages that are demeaning of other individuals or groups of people, or depict violence or death.
7. Shorts or skirts that do not extend to at least mid-thigh in length, or shorts that are made of tight, form-fitting material such as lycra or spandex.
8. Halter tops or bare-midriff tops.
9. Halter tops with straps that are narrower than approximately two fingers in width.
10. Tops with low-cut necklines that are considered too revealing.
11. Exposed undergarments other than undershirts.
12. Wearing of pants with the beltline pulled down over buttocks.

Students are not permitted to wear hats, caps, gloves, or sunglasses in class or school during the school day, or at school-sponsored activities. Personal pouches, bags, or backpacks cannot be carried into classrooms at Glenview, nor may outdoor coats be worn in class (as long as the temperature within the school building is judged to be within a reasonable range).

Head coverings required by a student's religious affiliation will be approved for student wear by the administration with proper documentation provided.

The Superintendent will be responsible for the development of administrative procedures for addressing the implementation of student clothing and appearance standards and dealing with any violations by students.

Adopted – April, 2006

#### **Electronic Devices**

**Electronic Signaling Devices...** Students may not use or possess electronic paging devices or two-way radios on school property at any time unless the building principal specifically grants permission.

**Cell Phones and Other Electronic Devices...** The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

- 1) they must be kept out of sight and in an inconspicuous location such as a backpack, purse, or locker.
- 2) they must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency; and
- 3) they may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

Electronic study aids may be used during the school day if:

- 1) use of the device is provided in the student's IEP; or,
- 2) permission is received from the student's teacher.

The school district is not responsible for the loss or theft of any electronic device brought to school.

## Discipline

The Board of Education recognizes that maintaining discipline is essential to a good teaching-learning environment. Discipline is the responsibility of the Board of Education, administration, school staff, students, and their parents working together to provide the best possible environment for all students.

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

Inappropriate behavior infringes on the rights of others and cannot be tolerated. To help the students grow toward self-discipline and to appreciate the rights of others, appropriate behavior must be maintained. Therefore, the Board of Education is committed to a policy of strict discipline for students who disrupt a safe and orderly learning environment by bringing weapons to school or assaulting other students or District employees. The development and implementation of discipline rules for the school is the responsibility of the principal and professional staff at each building. In order to do this, each school staff or standing committee representative of the building staff at each school in the district shall develop and recommend specific rules, not inconsistent with the laws or in conflict with District policies. These building rules shall be an extension of the district policies by being more specific as they relate to the individual schools. Each staff or a standing committee shall also review and recommend updates and revisions of building rules annually as needed.

The Board of Education also recognizes that parents have a great deal of influence upon good discipline and their child's behavior in school. Therefore, the Board believes that parents have an obligation to set an example by emphasizing the necessity for good behavior, and by supporting and participating with school personnel in maintenance of expected behavior at school.

District policy shall apply to all students except in such cases where the policy is in conflict with the provisions of the Illinois School Code or the 23 Illinois Administrative Code 226 governing special education and legal opinions regarding such rules. In complying with those provisions, the Board of Education will maintain and make available to all parents of students with Individualized Educational Plans a separate policy statement and procedures pertaining to behavioral interventions for misconduct by students with disabilities. In order to establish a safe, fair and appropriate learning environment, the following shall be considered:

- 1) Children are individuals who possess unique needs. No single method of discipline is effective or appropriate for every student. Specific rules and regulations are necessary. However, mitigating circumstances will be considered in determining fair and equitable consequences.
- 2) The dignity of the student, as an individual, shall be protected with respect for his/her race, gender, physical, emotional and intellectual characteristics. The recognition by the student and the teacher of their responsibilities to each other in this connection will establish a mutual respect and provide a sound basis for carrying out school procedures.
- 3) The dignity of the teacher and the principal, as individuals, and the respect for the teacher and the principal in their professional capacity as an important part of the school system shall be protected.
- 4) Positive parental support and reinforcement is necessary for a child to succeed in school. Adherence to the Code of Conduct shall be expected both at school and reinforced at home. The school authorities, acting *in loco parentis*, and in cooperation with parents, shall establish and enforce the most appropriate means of addressing misbehaviors.
- 5) Primary to discipline is the maintenance of a well-organized, well-planned building policy with clearly defined rules, which are to be implemented in creating a positive learning environment. The principal or designee through his position of authority is best suited to communicate the level of student expectations and to oversee the student's adherence to the Code of Conduct.
- 6) While the teacher has primary responsibility to maintain proper discipline in the classroom there are situations of chronic or severe misbehavior that require assistance. If all appropriate actions have been taken and the situation

warrants intervention from other school authorities, the principal or designee shall provide assistance and/or assume responsibility for the child's behavior.

7) Chronic or severe misbehaviors beyond the scope of the teacher and principal require assistance of support personnel from the school and community. The building administrator has the responsibility to be aware of district policies and of district special service resources (counselor, social worker, special education teacher, psychologist, and liaison officer) to be called upon as needed and for assisting and follow-up as the situation requires.

8) It is the responsibility of the Superintendent and/or his designee to establish standards of proper behavior in accordance with Board policy. The Board of Education is aware that application of these standards require reasonable and professional judgment on the part of administration and staff.

9) Teachers, administrators, and other school personnel shall have the support and approval of the Board in disciplinary actions taken in bringing about the remediation and education of a student in a safe environment.

10) If the situation warrants, appropriate physical force, physical restraint and/or removal of the student from the classroom by an administrator or teacher or liaison officer shall be recognized and backed by the administration and the Board of Education.

## **Student Code of Conduct**

The maintenance of good discipline is essential to the educational process and is the dual responsibility of the home and school. The adjustment of the individual to an appropriate pattern of behavior must be achieved in a manner that will not jeopardize the education of others.

In order to ensure the best possible environment for all students, unacceptable behavior as described in the following section shall be prohibited and subject to disciplinary action if such actions occur while the student is in attendance at school or at school activities (whether as a participant or spectator).

### **Unacceptable Behavior**

Students who demonstrate unacceptable behavior will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the consequences to be used in enforcing established rules. Continued violation of school rules may result in more stringent disciplinary actions. Those situations requiring more stringent disciplinary action shall be referred to the principal or to the person to whom he/she has delegated authority to handle problems of this nature. The teacher shall be notified of the action taken or to be taken prior to or as soon as possible following the student's return to the classroom (written or oral). It is important that parents be apprised of the problem, and the necessity for supporting and cooperating with the school to prevent their child from becoming involved in other incidents.

Unacceptable behavior shall be defined as gross disobedience or misconduct and shall be further described as follows:

- 1) Open defiance or willful disobedience of rules/regulations of the classroom or school.
- 2) Loud or disruptive conduct which interferes with the orderly operation of the classroom or school.
- 3) Refusal to abide by requests or instructions of staff members, including insubordinate or disrespectful behavior.
- 4) Threats, bullying (see district bullying policy in the following section) and/or physical abuse aimed at students, teachers, administrators, or other staff members.
- 5) Obscene, vulgar, or profane language or gestures.
- 6) Gang-related behavior.
- 7) Disregard for, or destruction of, school property or the property of others.
- 8) Possession/use of tobacco, alcohol, drugs, weapons or their look-a-likes.
- 9) Sexual harassment aimed at students, administrators, teachers or other staff members.
- 10) Other such behavior that might jeopardize the safety and security of the school, and/or its students, teachers, administrators and other staff members.

## **District Bullying Policy**

Bullying and/or intimidation of others is strictly prohibited by the Board of Education of East Moline District 37. The term “bullying” encompasses behaviors including, but not limited to, any aggressive or negative gesture or written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include, but is not limited to, pushing, hitting, threatening, name-calling or other physical or verbal conduct of a belittling or browbeating nature.

### **Consequences for Unacceptable Behavior**

The principal is delegated by the Board of Education with the responsibility for the maintenance of acceptable student conduct within the school to which he/she is assigned. The principal and/or designee shall communicate and delegate to the staff the necessary authority for the enforcement of building rules and regulations regarding conduct of the students - such authority relates not only to the immediate classroom situation but to the general building premises and during all school sponsored activities.

Following are a list of possible options available to teachers and principals that may be used singularly or in combination to enforce district and school rules:

- 1) Conferences (which may include students and/or parents and/or other school personnel and/or outside agency representatives).
- 2) Referral to outside agencies.
- 3) Denial of privileges (which may include attendance at school activities).
- 4) Behavior contracts.
- 5) Probationary status (student's behavior will be closely monitored and periodically evaluated).
- 6) Temporary education environment (students are temporarily isolated from their peers and allowed to progress with schoolwork).
- 7) Detention before or after school.
- 8) Placement at Rock River Cooperative Alternative School (Glenview students only).
- 9) Notification of police.
- 10) In-school suspension.
- 11) Out-of-school suspension.
- 12) Expulsion (Note: a student may be expelled for up to two (2) calendar years according to Board of Education Policy 7:210).

*District 37 does not believe corporal punishment is an effective means of enforcing or maintaining proper student behavior; therefore, corporal punishment is prohibited.*

### **Detentions**

Parent(s)/legal guardian(s) will receive notification 24 hours prior to a detention. Parent(s)/legal guardian(s) are responsible for furnishing transportation when a detention is served. At Glenview, it is the student's responsibility to take detention notices home so parents are aware of the detention. Failure to serve detentions will result in further disciplinary action.

## Suspension and Expulsion

Suspension is defined as the "temporary removal from school and all school-related activities by the Superintendent or Principal for a period not to exceed ten (10) school days."

Expulsion is defined as the "removal from school and all school-related activities by Board of Education action for a period longer than ten (10) school days and up to the remainder of the school year or longer as dictated by current legislation."

A student may be suspended or expelled under the following conditions based upon Illinois State School Code (Section 10-22.6) as below:

1) To suspend or by regulation to authorize the Superintendent of the district or the principal or dean of students of any school to suspend pupils guilty of gross disobedience or misconduct and no action shall lie against them for such suspension. The Board may by "regulation" authorize the Superintendent of the district or the Principal of any school, to suspend pupils guilty of such acts for a period not to exceed 10 school days. Any such suspension shall be reported immediately to the parents or guardian of such pupil, along with a full statement of the reasons for such suspension and a notice of their right to a review, a copy of which shall be made available to the school board. Upon request of the parents or guardian, the school board or a hearing officer appointed by it shall review such action of the Superintendent or Principal. At such review, the parents or guardian of the pupil may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. If the Board appoints a hearing officer, he/she shall make available to the Board a written summary of the evidence heard at the meeting. After its hearing or upon review of the written report of its hearing officer, the Board may take such action as it finds appropriate.

2) To suspend or by regulation to authorize the Superintendent of the district or the Principal of any school to suspend pupils guilty of gross disobedience or misconduct on the school bus from riding the school bus and no action shall lie against them for such suspension. Upon request of the parents or guardian, the school board or a hearing officer appointed by it shall review such action of the Superintendent or Principal. At such review, the parents or guardian of the child may appear and discuss such suspension with the Board or its hearing officer and may be represented by counsel. If the Board appoints a hearing officer, he/she shall report to the Board a written summary of the evidence heard at the meeting. The Board may take such action thereon as it finds appropriate upon the Board's hearing or the written report of its hearing officer.

3) To expel pupils guilty of gross disobedience or misconduct and no action shall lie against them for such expulsion. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board or a hearing officer appointed by it, at such meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If the Board appoints a hearing officer, he shall report to the Board, a written summary of the evidence heard at the meeting and the Board may take such action thereon, as it finds appropriate.

4) The Department of Human Services Division of Mental Health may be invited to send a representative to consult with the Board at such meeting whenever there is evidence that mental illness may be the cause for expulsion or suspension.

5) Special education students may be removed to an alternative education setting for up to 45 days in addition to suspension or instead of suspension or recommendation for expulsion in situations dealing with alcohol/drug offenses, weapons offenses, or offenses resulting in serious bodily harm/injury.

### **Procedures for suspending a student for one day or more (up to 10) days from school:**

1) In each case where a child is suspended from school for a period of ten days or less, the parents will be notified in writing of the reasons for the suspension and their rights to a hearing with the Board of Education or a hearing officer as appointed by the Board of Education. The parents will be given three school days in which to request such a hearing. If there is no response from them in this time, it will be deemed that they have waived their rights to a hearing.

- 2) In each such suspension, the Principal of the school will submit a copy of the above to the Administrative Offices.

**Procedures for expelling a student for gross misconduct or disobedience shall be as follows:**

- 1) Principal recommendation submitted to the Superintendent of Schools in writing (stating background of case - citing previous disciplinary problems, if any, and previous disciplinary action taken - stating the Principal's recommendation as to length of expulsion and conditions of expulsion, if any).
- 2) The Superintendent's Office will notify the parents of the child by registered or certified mail of the proposed expulsion and notification of the right to a hearing on the proposed expulsion before the Board of Education.

### **Police Questioning of Students**

While at school, the student is entitled to the guidance, assistance and protection of the parent when he/she is part of an investigation related to a misdemeanor or felony. Police questioning of students in the schools and during school hours may be undertaken after a reasonable attempt to notify parents has been made. In every case, a school official must sit in on the interview. In the event the school is unable to locate the parent, and the law enforcement representatives feel that the time factor is critical, the school official is authorized to use his/her judgment and act in the behalf of the parent if he/she deems it necessary. It shall be his/her responsibility to see that the student is advised of his/her rights.

### **Searching of Student Lockers/Desks**

School personnel have occasion to search students' lockers/desks as part of a routine inspection and when they have information leading them to believe one particular locker/desk contains dangerous or prohibited items. THIS WILL BE A NON-CONSENSUAL SEARCH.

## Section VII

### **STUDENT SAFETY**

#### **Safety and Welfare**

The safety of every student is the utmost concern to the Board of Education. In an effort to assure the safety of children while attending school or while under school supervision, it is the responsibility of the Superintendent and/or his/her designee to develop clear safety rules and to distribute these rules to children and parents/guardians. Proper supervision of all children will be maintained through the employment and scheduling of professional and paraprofessional staff. Safety standards will be adhered to on all school property and at all school functions.

ADDITIONALLY, ONLY MAIN DOORS AT EACH BUILDING MAY REMAIN UNLOCKED DURING THE REGULAR SCHOOL DAY.

#### **Picking Up A Child During School Hours**

If a child must leave early, please send a note stating the reason and the time the child will be picked up. For the safety of your children, please report to the office and we will call the child to the office for you. **Students will only be released to persons identified on the district registration card or those persons identified by parent note or phone call per occasion.**

#### **Pasando Por Su Hijo Durante el Dia Escolar**

Si es necesario que su hijo tenga que salir antes de que se termine el día escolar, por favor mande una nota explicando la razón y la hora que pasará por él/ella. Por la seguridad de sus hijos, por favor pase a la oficina de la escuela y llamaremos su hijo a la oficina. **Solo se dejara ir al estudiante con personas identificadas en la forma de inscripción del distrito o con esas personas identificadas por los padres en la nota o por llamada telefonica.**

#### **Picking Up Children After Extra Curricular Activities**

If students are involved in after-school activities such as S.T.A.R.S., clubs, sporting events, dances, etc. their ride should be at school no later than fifteen (15) minutes after the activity concludes.

#### **Bike Rules**

For the safety of the children, riding bikes to school is not allowed for students in grades K - 4. Bike riding is allowed at Glenview, however. Bike racks are located behind the building. Please lock up your bike. The District is not responsible for stolen or damaged bikes. Again for safety, while on school property, sidewalks, and driveways, please walk your bike.

## **Sex Offender Registration Notice Regarding Public Act 94-994**

**The purpose of this notice is to help the school and district comply with the state law placing restrictions on child sex offenders' access to school property. State law prohibits a child sex offender from being present on school property or loitering within 500 feet of a school property when persons under 18 are present. Detailed information can be found at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).**

Any known sex offender shall be prohibited from being present in any school building, on any real property comprising any school in the East Moline School District, loitering on a public way within 500 feet of school property when persons under the age of 18 are present, or in any conveyance owned, leased or contracted by the School District to transport students to or from school or a school related activity when persons under the age of 18 are present in the building, on the grounds or in the conveyance, unless the offender:

- 1) is a parent or guardian of a student present in the building, on the grounds or in the conveyance; or
- 2) has permission to be present from the Superintendent, Building Principal, or the Board of Education.

At any time a person who is required to register as a sex offender pursuant to the Illinois Sex Offender Registration Act, 730 ILCS 150/1, enters onto school property, he or she must first come to the appropriate Building Office or District Office and identify himself or herself as such to the Principal or Superintendent. While on school property, the offender shall be escorted by a school representative or shall stay in a designated area as determined by the Principal or Superintendent.

No such person shall be permitted to be present in a classroom or in a conveyance where students other than his or her own child or children are present.

**If a child sex offender violates this procedure, school officials shall immediately contact law enforcement.**

### **Surveillance Cameras**

East Moline District 37 employs the use of video surveillance cameras in school district buildings and on school district property (including buses) for the protection of our students and staff.

These cameras shall be used for the following purposes:

1. To better provide for the safety, health, and welfare of students, Staff, and visitors.
2. For the detection, reduction and/or prevention of occurrences of vandalism or theft.

All East Moline School District 37 buildings and grounds employing the use of video surveillance cameras shall post notification of their use at points of public access. Additional notification may be posted at other points deemed reasonable and necessary by school district personnel.

### **Police Questioning of Students**

Also see Section VII, Student Conduct

### **Asbestos Management Plan**

This is to notify you that East Moline Elementary District #37 has submitted its Management Plan prepared pursuant to the requirements of the asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the School Facilities. Copies of the Management Plan are available in the Administrative Office of the school building. These Plans are available for your inspection during normal business hours of the office (Mon thru Friday; 8:30 a.m. to 3:30 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact: Jim Franks, Director of Maintenance and Operations at 309-792-2887 ext. 5.

## **Integrated Pest Management Plan**

This is to notify you that according to State law, Public Act 095-0058 the East Moline School District has implemented policies and procedures to be in compliance with this act.

Chemical treatment for pests will only occur when other methods have failed. Chemical treatments will only take place "after hours". As per the law, parents and staff members will be notified prior to the application of chemical treatment. All monitoring and treatment records of our pest control are kept in a log book in all District building offices.

The District requests an appointment be made if you are interested in reviewing these logs. To make arrangements or for any questions, please contact: Jim Franks, Director of Maintenance and Operations at 309-792-2887 ext. 5.

## **Emergency Drills**

Emergency drills related to fire, severe weather, and crisis situations are planned and regularly practiced. This is in accordance with recommendations of officials of the Civil Defense Program, Fire Department, Police Department, and the Regional Office of Education.

## **SECTION VIII.**

### **TRANSPORTATION**

#### **Transportation Service**

*It is the intention of the Board of Education to maintain a transportation system based on the following guidelines:*

- a) Students in grades K-8, whose residence is one and one-half miles or more as measured by the customary route of travel from the school attended, will be transported. All pick-up points will be one and one-half miles or more from the school attendance center.
- b) Students who are unable to walk to school as determined by a certified physician or students who are enrolled in special education programs which are not available in the school of the attendance center where they reside, will be transported. Other students with health impairments or special education needs maybe determined eligible to receive transportation on a case-by-case basis.
- c) Transportation service for students who may experience a traffic hazard as determined by criteria established according to state guidelines will be considered.

It shall be the responsibility of the Superintendent and/or his designee to develop a transportation schedule and to insure that this schedule is made available to parents on an annual basis.

It shall be the responsibility of the Superintendent and/or his designee to inform students who utilize free transportation service that they are under the jurisdiction of the School District while riding transportation vehicles.

Other students not meeting these requirements may be transported if parents are willing to pay the costs set by the Board of Education. These students would be transported only if there is room on the bus picking up in their area and if they could meet the bus on the existing route. If room on the bus becomes a problem, the students applying first each year will be given priority for riding the bus. If additional students requiring transportation move into the area making the bus overloaded, then the paying students would not be allowed to continue riding. The fee established for riding the bus must be paid by the parents prior to their student starting to ride the bus. Payment can be made by the full year (\$120), semester (\$60) or winter months (Nov. through March for \$60 or \$30 for one-way) Applications to ride the bus and payment can be obtained online at our district web-site, or in any school office . Payment can only be made by check or money order (NO CASH ACCEPTED).

#### **School Bus Rules to Insure Safety**

To ride a school bus is a privilege and a convenience for a student and his family. There are, however, certain standards of behavior that are necessary for the physical safety and good moral environment that is desired for students attending the East Moline Schools. Students are expected to give bus drivers the same high level of respect and personal courtesies that they give their teachers. In fact, the atmosphere within the bus should be on a par with that of a classroom. We hope that all parents will take some time to discuss these rules with their children and to emphasize to them the importance of their abiding by the rules.

The rules for bus riders are posted on each bus. Failure to abide by these rules will be reported to the school principal by the bus driver on a form provided for this purpose. Following are the most serious but not an all-inclusive list of types of misconduct, which will result in some type of disciplinary action as indicated below. The following rules apply for all school related activities:

Disrespect to driver	Refuse to obey driver
Fighting	Failure to remain seated
Profanity	Lighting matches
Smoking	Eating, drinking or chewing gum
Vandalism	Throwing objects out of the bus
Throwing objects inside the bus	Sticking part of body out window
Throwing objects at the bus	
No electronic devices – including cell phones and ear pieces	
Inappropriate use of sharp objects (such as poking holes in the seats)	

Before a written warning is sent to the principals, the bus driver will try to contact you by phone about the behavior of your child. If your child is reported for any of the mentioned types of misconduct, the following disciplinary actions may be taken:

- First Offense:** After receiving notice of the misconduct from the driver, the principal contacts the child, parents, or others as necessary regarding the incident.
- Second Offense:** The student is denied transportation for up to 5 school days.
- Third Offense:** The student is denied transportation for up to 10 school days.
- Additional Offenses:** The student may be suspended from the bus for the rest of the semester or year by the Board of Education.

The school principal will determine the seriousness of an incident. The principal may suspend or revoke bus privileges on first offenses if the misbehavior is willful and major.

In regard to musical instruments, those instruments that are small enough to be held on the student's lap may be brought on to the bus. Drums and tubas and the like that cannot be held on the student's lap cannot be transported by the school bus. If you have any questions about the type of instruments allowed, contact the band director or transportation director. In addition, no animals are to be carried onto the bus by students.

Since there is to be no eating on the bus, treats and other food are to be eaten at school. However, if it is necessary to take such treats home, they, as well as leftovers from school lunches, are not to be eaten on the bus.

We hope that it will not be necessary to deny any student the opportunity to ride the school bus because of repeated instances of misconduct. On the other hand, we do feel that it is important that children do understand the need for proper conduct on their part while riding the bus and what the consequences for improper conduct will be. Your cooperation in informing your children in this regard is appreciated. Parents who choose to pick up their children after school should do so at the dismissal time. After school care service is available through the YMCA at all elementary school sites.

In regard to cell phones, your student must keep his/her cell phone out of site. In the event that a cell phone is taken away from your student, a parent or guardian must come to the Transportation Center at 3451 Morton Drive, East Moline (phone 752-2572).

