

# Parent – Student Handbook



**2019-2020**

## **Disclaimer Statement**

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to unilateral change by the Board of Education.

The 2019-2020 handbook was revised on June 18, 2019. Members serving on the Handbook Committee were:

- Mrs. Amy Luth – Parent and Board of Education
- Mr. Brian DeBernardi – Superintendent, LaSalle Elementary School District 122
- Dr. Karen Steindorf – Principal, Northwest Elementary
- Mr. Jon Fox – Principal, Lincoln Jr. High
- Mrs. Mary Mauck – Assistant Principal, Northwest Elementary School
- Mr. Derek Kilmartin – Curriculum Director & Dean of Students
- Ms. Lisa Zolper – Teacher
- Mrs. Karla Koniecki – Teacher
- Ms. Holli Rapp – Teacher

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## I. INTRODUCTION

### A. MISSION

The mission of LaSalle Public Elementary Schools, District 122 is to provide a nurturing, challenging learning environment in order to assist each student in becoming lifelong learners and socially responsible citizens.

### B. 2019-20 SCHOOL CALENDAR

***Students will be dismissed every Wednesday at 2:00***

#### **IMPORTANT DATES**

August 14 & 15 - Teacher Institute Days, No School

August 16 - August 23 - First Days of School - 2:00 Dismissal

September 2 - Labor Day, No School

September 20 - Mid-Trimester Progress Reports

October 14 - Columbus Day, No School

November 6 - End of First Trimester

November 11 - Veterans Day, No School

November 13 - November 14 - 2:00 Dismissal, Report Cards Issued, P/T Conferences

November 26 - Early Dismissal Day, 2:00 Dismissal

November 27 - November 29 - Thanksgiving Break, No School

December 20 - Mid-Trimester Progress Reports

December 20 - Early Dismissal Day, 2:00 Dismissal

December 23 - January 6 - Winter Break, No School

January 6 - Teacher Institute Day, No School

January 7 - School Resumes

January 20 - Martin Luther King Day, No School

February 17 - Presidents Day, No School

February 19 - End of Second Trimester

February 26 - February 27 - 2:00 Dismissal, Report Cards Issued, P/T Conferences

April 2 - Mid-Trimester Progress Reports

April 2 - 2:00 dismissal

April 3 – April 13 – Spring Break, No School

April 14 – School Resumes

May 21 - Last Day of School - 2:00 Dismissal

May 22 - Institute Day, No School

May 25 - Memorial Day - No School

May 26 - June 1 - Reserved Days (5 total)

## C. STAFF

### **NORTHWEST ELEMENTARY SCHOOL STAFF -Phone: 223-0786**

Julie DeFore, Principal – [deforej@lasalleschools.net](mailto:deforej@lasalleschools.net)

Derek Kilmartin, Assistant Principal – [kilmartind@lasalleschools.net](mailto:kilmartind@lasalleschools.net)

Mary Mauck, Assistant Principal – [mauckm@lasalleschools.net](mailto:mauckm@lasalleschools.net)

Cheryl Maggio, Secretary - [maggioc@lasalleschools.net](mailto:maggioc@lasalleschools.net)

Lori Seghi, Special Education Secretary – [seghil@lasalleschools.net](mailto:seghil@lasalleschools.net)

Becky Tieman, Secretary/Receptionist - [tiemanb@lasalleschools.net](mailto:tiemanb@lasalleschools.net)

**PreK**

Brittany Martin  
 Sally Kulak (ELL)  
 Shaina Ludkowski  
 Brittany Harzheim

**Grade K**

Samantha Carpenter  
 Saralyn Simpson  
 Cathy Smudzinski  
 Kathleen Somolski

**Grade 1**

Jennifer Morscheiser  
 Jamie Walker  
 Allison Rivara  
 Amanda Sangston (ELL)

**Grade 2**

Karla Konieczki  
 Alissa Kays  
 Danielle Grasser  
 Mary Donovan (ELL)

**Grade 3**

Gina Koehler  
 Jessica Weber  
 Sandra Carretto  
 Holli Rapp (ELL)

**Grade 4**

Maria Rosploch  
 Kristin McDonald  
 Philip Grant  
 Debbi Skolek

**Grade 5.**

Lori Tipton  
 Laura Barr  
 Ray Bailey (ELL)

**Special Education**

Kathleen Tabor  
 Theresa Schallhorn  
 David Schmitt  
 Candi Kingry  
 Molly Whittington  
 Rebecca Forgy  
 Katie McManus  
 Lindsey Olszewski  
 Christina Calderon  
 Courtney Klobucher

**Interventionists**

Julie Kelly  
 Julie Crowther  
 Jennifer Entrican  
 Breanne Suarez

**P.E.**

Mike Urbanski  
 Becky Christopherson

**Art**

Amy Adams

**Music**

Colleen Maney

**Instrumental Music (Grade 5)**

Karen Theis

**Speech Pathologists**

Veronica Jenkins  
 Kris Wallin

**District Psychologist**

Jan Krug

**Social Worker**

Jordan Jackson

**School Counselor**

Amanda Rockey

**Nurse**

Maureen Hanson

**LINCOLN JUNIOR HIGH SCHOOL STAFF - Phone: 223-0786**

Jon Fox – Principal - [foxj@lasalleschools.net](mailto:foxj@lasalleschools.net)

Jan Senica, Secretary - [senicaj@lasalleschools.net](mailto:senicaj@lasalleschools.net)

**Math**

Julie Malmassari

Susan Hagerty

**Science**

Cathy Doyle

Brian Pett

**Social Studies**

Chance Blumhorst

Brian Hanson

**Language Arts**

Staci Frank

Wahku Ziel

Christina Hanson

Amanda Harty

**P.E. / Health**

Robin Clary

TBD

**Art**

Amy Adams

**General Music/Vocal**

Colleen Maney

**Instrumental Music**

Karen Theis

**Special Education**

Karen Sudaj

Amy Konwinski

Lisa Zolper

Christine Hauge

Sarah Alsene

**Speech Pathologist**

Jennifer Calhoun

**District Psychologist**

Jan Krug

**Social Worker**

Sarah Morscheiser

**Nurse**

Maureen Hanson

**Interventionist**

Elizabeth Hauger

Madyson Toynton



## **D. BUILDING SCHEDULES**

### **NORTHWEST BUILDING SCHEDULE**

7:45	Breakfast
8:00	Students Enter Building
8:15	School Starts/announcements
11:00 – 1:00	Lunch Periods
2:50	Buses Load
3:00	Students Dismiss

### **LINCOLN JUNIOR HIGH BUILDING SCHEDULE**

7:45	Breakfast
8:00	First Bell
8:05 - 8:54	1 <sup>st</sup> Period (homeroom)
8:57 - 9:41	2 <sup>nd</sup> Period
9:44 - 10:28	3 <sup>rd</sup> Period
10:31 - 11:15	4 <sup>th</sup> Period
11:18 - 11:48	5 <sup>th</sup> Period
11:48 - 12:18	6 <sup>th</sup> Period
12:18 - 12:48	7 <sup>th</sup> Period
12:51 - 1:35	8 <sup>th</sup> Period
1:38 - 2:22	9 <sup>th</sup> Period
2:25 - 2:55	10 <sup>th</sup> Period
2:55	Classes Dismiss

## **II. RIGHTS AND RESPONSIBILITIES**

### **A. PARENT STUDENT HANDBOOK**

The Parent-Student Handbook has been developed by LaSalle Elementary Schools and approved by the Board of Education. The handbook is only a summary of board policies governing the district. Detailed board policies are available to the public in the office of the Superintendent and on our website at [www.lasalleschools.net](http://www.lasalleschools.net). This handbook may be amended during the year without notice.

The policies in the Parent-Student Handbook are in effect for both Northwest Elementary and Lincoln Junior High, unless otherwise noted. The policies are in effect at all school-sponsored activities, be they on or off of school property. The Parent-Student Handbook shall also apply whenever the student's conduct is reasonably related to school or school activities including

transportation. Parent/guardians are encouraged to review this document and discuss it with their student(s).

## **B. STUDENT RIGHTS**

LaSalle Public Elementary Schools exist for the welfare of its students. The identification and preservation of the rights and responsibilities of these students must be a major concern of all persons related to this school. The results of the educational experiences are measured, in large part, by the extent to which students fulfill their responsibilities and exercise their rights in a reasonable manner.

Specifically, and fundamentally, each student has the RIGHT:

1. To due process to the extent required under laws of the State of Illinois and the United States
2. To freedom of speech and press, freedom of assembly and freedom to petition in a manner which does not materially or substantially disrupt or interfere with the educational process and which is consistent with the law and district policy;
3. To participate in appropriate educational programs at all grade levels;
4. To be free from discrimination based upon race, religion, national origin, gender, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential parental status, including pregnancy; and
5. To study in an educational environment free from bias, prejudice and disruption.

## **C. STUDENT RESPONSIBILITIES**

Students have the responsibility to conduct themselves in each class in ways that are conducive to the learning process and to behave in a manner that does not disrupt or interfere with the learning environment.

LaSalle Elementary Schools, District 122 is implementing Positive Behavior Interventions and Supports (PBIS). PBIS is a positive, proactive systems approach for creating and maintaining safe and effective learning environments in schools, and ensuring that all students have the social/emotional skills needed to ensure their success at school and beyond.

In line with PBIS, each student has the RESPONSIBILITY to:

1. Respect Self
2. Respect Others
3. Respect Property
4. Ready and Here (here on time, ready to listen and learn)

Students are also required to keep track of their own personal effects because District 122 is not responsible for lost or stolen items.

## **D. SPECIAL RULES & REGULATIONS**

### Cafeteria Rules

Cafeteria rules will be reviewed, modeled and taught according to the PBIS Matrix.

All students are to bring a sack lunch or request a school lunch to eat in the school cafeteria. "Catered" lunches are not allowed. Food deliveries at lunchtime are prohibited. All food items must be eaten in the cafeteria. Energy drinks are not permitted at lunch. "Closed Campus" is in effect during the lunch period which means that students are to remain on the school grounds. Any exceptions must be approved by the Principal.

### Transportation Rules

Some students are transported to La Salle Elementary Schools. Students are under the jurisdiction of the school during the time they are being transported and will be expected to abide by the necessary rules and regulations

Students must stay on school property when dropped off in the morning and also after school until the bus arrives.

### Bus Rules

Bus rules will be reviewed, modeled and taught according to the PBIS Matrix.

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school or living at an address where the route to school has been deemed hazardous by the Illinois Department of Transportation. A list of bus stops will be published at the beginning of the school year. Bus routes are different for Northwest Elementary and Lincoln Jr. High School. Administration will provide pick-up and drop-off points. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal. Any non-bus riding students must seek permission from administration prior to riding the bus. Transportation eligibility is determined by the student's primary residence.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Standing or sitting in the aisle is not permitted.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.

5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop or waiting for the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open the windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Tampering with, damaging or defacing anything in or on the bus is prohibited
16. Eating or drinking is not permitted on the bus.
17. Parents will be liable for any defacing or damage students do to the bus.

Bus drivers and/or administrators reserve the right to assign seats. Bus discipline, may include, but is not limited to, warning (written or oral), temporary suspension of bus riding privileges or loss of bus riding privileges for the remainder of the school year. Parents/guardians of students that lose their riding privileges are responsible for seeing that their children get to and from school safely and on-time for the start of school.

#### Behavior Expectations during School-Sponsored Events

1. At Lincoln Jr. High, spectators and students are to use the Events Entrance (Entrance 8 or 12) for entering and leaving the building.
2. Students who leave the building during the games (between games or at half time) will not be readmitted to the gym unless prior permission has been obtained from a supervisor. This includes all school functions.
3. All students and spectators must be in the gym during the game. Those who leave the gym area and proceed to the hallways at half times or between games are to be back in the gym and seated by the time the game starts. Also, students are expected to remain in their seats until the game is finished. No one is permitted under the bleachers.
4. Such actions as pushing, hitting, running or the throwing of objects either in the gym or in the halls are not permitted. There shall be no feet stomping on the bleachers or any display of poor sportsmanship by players, students or spectators.
5. Basketballs and volleyballs on the floor are only for the use of those participating in the game in progress. Players participating in other games, spectators and students should handle a ball only to return it to the players using it.
6. Spectators and students are not permitted to sit on the stage, except when it is officially open for seating.
7. The dressing rooms are for coaches and players of both participating teams. Any damage incurred in the locker rooms will be reported in writing to the proper authorities. Restitution will be sought.

8. Players who have finished their games or those waiting to play are to likewise observe the rules that pertain to the student body.
9. A telephone is available for use by students. Students must obtain permission from a supervisor on duty. Dial "9" to call out.
10. During the school song and National Anthem, students are expected to stand and show respect.
11. Water is the only drink allowed in the gym.
12. All other school expectations, rules, and policies will be enforced while attending after-school events.
13. Parents are to supervise their children who are not participating in the activity.

Students should be aware of the fact that any person who violates these rules may be denied admission to school activities, as specified in Article 24-24 of the School Code. Any individual denied admission to school facilities will be given ten (10) days written notice of the alleged violation and will be afforded a hearing by the Board pursuant to Board rules and regulations.

#### Party Invitations

Party invitations may be distributed at school if all the girls and/or boys in the class are receiving one. Only first names are allowed on correspondence.

#### Birthday Parties/Classroom Celebration

There are three classroom celebrations during the school-year (Fall, Winter, and Valentine's Day). Since the students will be receiving sweet treats during the different holiday seasons, classroom celebrations will require healthy food parties. All healthy food options must be store bought with a food ingredient label on them. Please provide utensils/plates if they are needed. The district will provide a listing of the approved food options prior to the celebrations.

The District asks that all parents/teachers keep these guidelines in mind when planning parties or treats for the students. If homemade items are sent to school, these items will not be passed out to students. Specific food restrictions may be placed on individual classes based on the needs of the student population.

Birthday treats will no longer be eaten at school. If birthday treats are sent in, the treats must be individually prepackaged, and will be passed out to classmates at dismissal. Non-food birthday items are acceptable and preferred.

### III. RECORDS

#### A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

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

A parent/guardian or eligible student should submit to the Superintendent, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be directed.

2. The right to request an amendment of the student's education records that the parent/guardian or eligible student believe are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials or consultants with legitimate educational interests. A school official or consultant is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent.) A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Please Note: Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he/she does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, email address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended.

5. The right to a copy of any school student record proposed to be destroyed or deleted. The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first. Proper written notification will be given regarding the destruction schedule for permanent and temporary student records.

## **B. CUSTODY ISSUES**

LaSalle Elementary Schools must have accurate custodial information on file. Provisions of FERPA, with respect to the rights of non-custodial parents, are abided by. In the absence of a court order to the contrary, we will provide the non-custodial parents with access to academic records and other information regarding their child. If there is a court order specifying there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

## **C. TRANSFER OF RECORDS**

LaSalle Elementary Schools will forward, within 10 days of the receipt of a request, an unofficial record of the student's grade to the school to which they are transferring. Once all outstanding fines and fees have been paid, an official transcript of the student's scholastic record will be forwarded.

LaSalle Elementary Schools does not refuse to admit or enroll a student because of the student's failure to present his/her temporary or permanent student record from a previously attended school.

## IV. ACADEMICS

### A. GRADING

#### Grading

All grades are based on tests, quizzes, projects, in class work, homework and various classroom based assessments.

Lincoln Jr. High offers various elective courses. These courses may include Tech Literature, Constitution, Health/Physical Awareness, Geography, History, Art, Band and Choir.

Band is assigned a trimester grade that follows the grading scale. Students enrolled may choose to drop from Band by the completion of the third week without grade penalty. Students choosing to drop after the third week will receive a failing grade for the remainder of the trimester. Additionally, the student will not receive credit for the class. If a student enrolled in Band is unable to maintain satisfactory grades in the core classes, then the administration reserves the right to drop the student from the elective class. The student will not receive a grade penalty in this situation.

#### Grading Scale

The following grading scale is utilized in grades 3-8 at LaSalle Elementary:

A+	99%	C	73%
A	93%	C-	70%
A-	90%	D+	69%
B+	89%	D	63%
B	83%	D-	60%
B-	80%	F	0%
C+	79%		

These grade levels also assign a final grade at the conclusion of the third trimester. The grade is a summative rating averaged from all trimesters.



## **B. REPORT CARDS**

Report cards will be available at the end of trimester 1 and 2 at parent/teacher conferences. The final report card will be given to students on the last day of school. If you do not attend the parent/teacher conferences, or if your child does not attend the last day of school; parents must pick up report cards in the office.

## **C. TESTING**

Most students will be administered three reading, writing, and math benchmark tests throughout the year: fall, winter, spring. These tests will determine how much students have learned and will help teachers determine instruction.

Students in grades 3 through 8 are given a standardized state test (Illinois Assessment of Readiness in 2019) or Dynamic Learning Maps (DLM) between 75% and 90% of the school year. The test will include sessions in both math and reading.

The tests will be administered in a computer-based format. This will enable teachers, schools, students and their parents to gain important insights into how well critical knowledge, skills and abilities essential for young people to thrive in college and careers are being mastered in ways that only computer-based assessments can.

Because of a standardized test's ability to better measure student performance through technology enhanced test items, they will look very different to students. The tasks on the assessments will resemble the classroom work they do during the school year and less like a conventional fill-in-the-bubble or short-answer test. Computer delivery of the standardized test will allow the test items to both measure those skills needed for life beyond high school and be interactive and engaging.

In compliance with federal testing requirements, Illinois will administer the Illinois Science Assessment (ISA) to students enrolled in a public school district in grades 5, 8 and once at the high school level. The assessment will be administered in an online format and is aligned to the Illinois Learning Standards for Science incorporating the Next Generation Science Standards (NGSS), which were adopted in 2014.

School districts must annually assess the English language proficiency, including aural comprehension (listening), speaking, reading, and writing skills, of ALL children of limited English-speaking ability in kindergarten and any of grades 1 through 12 using the English language proficiency assessment prescribed by the State Superintendent of Education. This test is called the ACCESS for ELLs. It is a [standards-based](#), criterion referenced English language proficiency test designed to measure English language learners' social and academic proficiency in English. It assesses social and instructional English as well as the language associated with language arts, mathematics, science, and social studies within the school context across the four language domains.

The Kindergarten Individual Developmental Survey (KIDS) is a research based observational tool developed for Illinois educators to collect school readiness information in a way that is efficient, supportive of excellent teaching practice, informative to educators, and comparable across geographic and demographic boundaries. KIDS provides data to allow communities to organize around the identified needs of local children and to advocate for new resources. KIDS conveys what skills, knowledge, and behaviors each child should possess—a beacon to guide the work of preschools, home child care centers, Head Start centers, family homes, and every other early childhood setting. Data reported through KIDS will become part of a student's longitudinal data record. This means that—for the first time in Illinois—KIDS will provide a single, statewide picture of kindergarten readiness among all students, no matter their zip code. KIDS creates a common language among educators for the skills, knowledge, and behaviors children should begin to develop in their early school years.

#### **D. ASSIGNMENTS**

All schools have implemented *TeacherEase*, an internet based student management system. This system allows parents/guardians to login and view information about their student via the internet. By supplying the school with a valid email address, parents/guardians are able to monitor their student's grades, attendance, homework assignments and cafeteria account balance online. All homework assignments will be listed in *TeacherEase*.

Students in Grades K through 5 are required to use an assignment booklet. Lincoln Jr. High students can record their assignments using their Chromebook. It is the responsibility of the student/parent to obtain all makeup work if the student is absent.

Lincoln Jr. High has a policy for late work. Assignments turned in late will be reduced by 10% each day it is late for up to 5 days. After 5 days, assignments will be given a 0%. Student who turn in assignments after 5 days will continue to qualify for school wide incentives based on no missing work.

#### **E. HONOR ROLL REQUIREMENTS**

Students in Grades 4 through Grade 8 are eligible for Honor Roll. The student must maintain a 3.0 average on a 4.0 scale. Students at Lincoln Jr. High can achieve high honor roll status with a GPA of 3.51 or above.

#### **F. ACADEMIC PROMOTION POLICY**

It is the policy of this Board of Education to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades before being promoted.

Decisions to promote a student to the next grade level shall be based on a number of variables which include the following:

Successful completion of the curriculum – students must pass four core courses on the final summative grade from the following: Writing, Reading, Math, Social Studies and Science, Physical Education (Physical Education applies only at Lincoln Junior High). In the current trimester format, students must receive a passing grade in at least 2 of the 3 trimesters.

Students must successfully pass exams on the Constitution of the United States, the Constitution of the State of Illinois, the Declaration of Independence and the Flag Test. This is a statewide junior high graduation requirement.

No student will be promoted to the next grade level based solely on age or any other social reason not related to the student's academic performance.

The administration shall develop standards for satisfying the criteria for promotion, and shall develop and maintain appropriate remedial programs to assist students determined not to qualify for promotion to the next grade level. Administration accepts completion of accredited programs such as Keystone Online Academy, Edgenuity and other programs approved by the district.

Promotion of a student having an individualized education program, or receiving reasonable accommodations pursuant to section 504 of the Rehabilitation Act, shall be determined by the student's educational team.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A district administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:  
a miscalculation of test scores, a technical error in assigning a particular grade or score, the teacher agrees to allow the student to do extra work that may impact the grade, an inappropriate grading system used to determine the grade or an inappropriate grade based on an appropriate grading system. Should a grade change be made, the administrator making the change must sign the changed record.

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

## **G. HOMELESS CHILD'S RIGHT TO EDUCATION**

The district ensures the enrollment of homeless children is ongoing and will not be delayed due to scheduling issues, residency requirement documents or the lack of legal guardianship or

student records. The district does not charge tuition nor will it refuse enrollment for homeless students.

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The district's homeless liaison is Sarah Morscheiser. If you need to contact Mrs. Morscheiser, please email [morscheisers@lasalleschools.net](mailto:morscheisers@lasalleschools.net) or call 815.223.0786.

#### **H. EXTRA-CURRICULAR CODE**

Students participating in extracurricular activities are representing their school, community, parents, team and themselves. Therefore, any behavior contradictory to basic set standards as specified in the Parent-Student Handbook may result in suspension or dismissal from any activity. The primary purposes of these activities are: to develop a spirit of cooperation with other students and supervisors, strengthen character, improve physical, emotional and social skills and participate in a positive learning experience.

1. Students participating in extracurricular activities may have no failing grades in any subject area. There will be a weekly grade survey that will determine eligibility for the following week's participation. If a failing grade is received, the student shall be ineligible for a period of one week. The ineligibility begins on Monday and ends on Saturday. Students will be notified of their ineligibility on Thursday or Friday of the preceding week. The ineligibility status begins when the class has accumulated four graded assessments in the current quarter.

2. Any student receiving a disciplinary infraction shall also be declared ineligible for a period of one week beginning with the date given on the disciplinary notice. A student on suspension is not allowed to participate in games or practices that extend upon the one week eligibility. Students who are ineligible for grades or disciplinary reasons, excluding out-of-school suspensions, are required to attend games and practices. They cannot participate, nor can they dress in uniform for games. Failure to attend will result in an unexcused absence for that practice or game.

Any combination of the two above listed requirements totaling three (3) shall result in referral to the Coach, Events Coordinator, and School Principal for Parent/Guardian notification and elimination from the activity for the remainder of the season. School suspensions that range from 1 to 2 days will result in ineligibility for a period of 1 week. For suspensions that last 3 to 5 days, students will be ineligible for 2 weeks. School suspensions exceeding five days will result in removal from the team.

Students who are participating in extracurricular activities must wear appropriate attire to all events. Dress attire including jewelry and footwear must be approved by administration, the Events Coordinator, coaches and/or facilitator. Coaches will establish a standard for dress at the start of the extracurricular season. Officiating members of the contest have final approval of the attire during game play.

Students participating in extracurricular athletic events must have a school sports physical, and Concussion Information Sheet on record at the school. School physicals must be provided to the school nurse, and receive nurse verification by the first official practice of the year: August 5 for Baseball; September 2 for Girls Basketball; October 7 for Cheerleading; October 21 for Boys Basketball; December 2 for Volleyball; and March 2 for Track.

#### General Rules:

1. Participants will follow all Starved Rock Conference and Illinois Elementary School Association rules.
2. Participants will follow all the rules set forth in the LaSalle Elementary Schools Parent-Student Handbook.
3. Participants must ride the bus to all away games. Students wishing to return from an away game with their parent/guardian may do so if the Parent Release Form has been completed. The Parent Release Form is available on our website or by requesting a copy from the coach.
4. Participants must present a neat and clean appearance.
5. Participants will not use abusive behavior and/or abusive language directed toward coaching staff, officials, other adults or students on or near school property.
6. Participants who show a general lack of cooperation with coaching staff shall be referred to the Events Coordinator or Principal for disciplinary action.
7. Students cannot participate without an approved sports physical.
8. Students cannot participate without a signed Concussion Information Sheet.
9. In addition, coaches will provide guidelines and rules to all players not covered in this handbook.

### **I. EXPERIMENTS UPON OR DISSECTION OF ANIMALS**

Students who have moral objections to dissecting animals will be excused from classroom attendance during times when such activities are taking place, without penalty. Alternative instructional programs and classroom attendance shall be arranged by the classroom teacher for the student, with the building principal's approval.

### **J. SEX EDUCATION EXEMPTION**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents/guardians may examine the instructional materials to be used in any district sex education class or course.

#### **K. TITLE 1**

LaSalle Elementary Schools are designated Title 1 Schoolwide according to the Every Student Succeeds Act (ESSA) of 2015. The schoolwide program's primary goal is to ensure that all students, particularly those who are low-achieving, demonstrate at least proficient levels of achievement according to Illinois Learning Standards. Students receive instructional support both in the classroom and in pullout settings from qualified Title 1 teachers. Individual students are not identified as eligible to participate.

#### **L. ENGLISH LEARNERS (ELs)**

The District offers opportunities for resident English Learners (ELs) to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.
2. Appropriately identify students with limited English-speaking ability.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about:
  - (1) the reasons for their child's identification,
  - (2) their child's level of English proficiency,
  - (3) the method of instruction to be used,
  - (4) how the program will meet their child's needs,
  - (5) specific exit requirements of the program,
  - (6) how the program will meet their child's individualized education program, if applicable, and
  - (7) parent/guardian rights.

## **M. SPECIAL EDUCATION**

La Salle School District No.122 has special education programs and services available either in our district or in the districts within our special education joint agreement, the La Salle County Education Alliance for Special Education (L.E.A.S.E.). These services are available for students with all types of disabilities and/or exceptionalities. Within the L.E.A.S.E. Cooperative, all member school districts establish, maintain or have access to special education instructional programs, resource programs and related services which meet the educational needs of children with the following exceptional characteristics: auditory; visual; physical/health impairments; speech/language impairments, deficits in the essential learning processes of perception, conceptualization, memory, attention or motor control; deficits in intellectual development and mental capacity; educational maladjustment related to social or cultural circumstances; affective disorders or adaptive behavior which restricts affective functioning.

Referrals of students for special education programs and/or services may be made by parents in writing, as well as by local school certified teachers after following the district's RTI process. Referral forms are available from the building principal, superintendent or school psychologist.

Parents may also request a copy of the Illinois Administrative Code, Part 226 - Special Education Rules and Regulations, by writing to the:

Illinois State Board of Education  
Department of Special Education  
100 North First Street  
Springfield, Illinois 62777-0001

It is also available on their website at [www.isbe.net](http://www.isbe.net).

A booklet entitled, "Parents' Guide - The Educational Rights of Students with Disabilities," may be obtained by writing to:

L.E.A.S.E.  
1009 Boyce Memorial Drive  
Ottawa, IL. 61350

## **N. EXTENDED SCHOOL YEAR FOR STUDENTS WITH DISABILITIES**

As reported by ISBE Deputy Superintendent for Special Education, Christopher A Koch July 26, 2005.

Each public agency shall ensure that extended school year services are available as necessary to provide FAPE... Extended school year services (ESY) must be provided only if a child's IEP team determines, on an individual basis that the services are necessary for the provision of FAPE to the child.

ESY, as defined in 23 IAC226.75, is special education and related services that are provided to a child with a disability beyond the normal school year of the public agency in accordance with the child's IEP and at no cost to the parents of the child and meets the requirements of Section 226.750 (c)

Factors to be examined when considering ESY services include, but are not limited to: the degree of impairment, ability of child's parents to maintain child's level of skills, whether the service is extraordinary to child's condition, and child's rate of progress, retrospective data such as past regression and rates of recoupment of skills.

#### **O. EVERY STUDENT SUCCEEDS ACT (ESSA)**

Parents have the right to request information pertaining to the qualifications of our teachers.

#### **P. ALTERNATIVE EDUCATION PROGRAM**

Students may be required to attend an Alternative Education Program.

#### **Q. MEDIA CENTER**

LaSalle Elementary Schools believe that the most important gift we can give children is the love of reading. We strive to foster a lifelong love of reading and learning that supports classroom reading instruction. Each week, students are encouraged to explore a wide variety of print resources in the media center, including fiction and informational books. With the support of the school librarians and teachers, we strive to make sure books fit student interests and reading levels. In addition to book checkout, student have technology access and activities (research, coding, typing, etc.) available via Chromebooks.

Media Center hours are from 8:00 am to 3:00 pm. Each classroom has a set time each week, but there are available times throughout the day to return a book early and check out another. Renewals are allowed if the book is not on reserve. Students in prek-3rd grade are allowed to check out one book per week, while 4th-8th grade students are allowed to check out 2 books per week. After winter break, 3<sup>rd</sup> grade students will also be able to check out 2 books per week. If a student has an overdue book, no additional books can be checked out until the book is returned or bill paid.

The school district has the right to determine whether a book is inappropriate for a student to read related to content. However, we provide the opportunity for parents to challenge a book in a library for their students. Please see the building principal for this process.



## **R. FIELD TRIPS**

Field trips are a part of the school curriculum and/or contribute to the district's educational objectives. All students have the right to the academic opportunities provided through the field trip.

All field trips must have the Superintendent's or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Board of Education. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs. Any field trip may be cancelled without notice due to an unforeseen event or condition. In the event the student is absent on the day of the field trip, any field trip money collected will be forfeited.

Administration reserves the right to exclude any student from the field trip. All non-participating students shall be provided an alternative experience.

Privately arranged trips including those led by district staff members, shall not be represented as or construed to be sponsored by the district or school. The district does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

Parent/guardians wanting to exclude a student from any portion of a field trip or take the student home from the trip instead of riding the bus, must complete a Parent Release Form.

### Chaperones

All chaperones must be the parent/guardian of a student going on the trip or an approved family contact.

Guidelines for field trip chaperones are:

1. Child safety is your primary concern.
2. Dress appropriately for the specific field trip.
3. Treat all children with respect.
4. Bring a sack lunch if applicable.
5. Ask teacher for specific directions and times.
6. Remain with your group members at all times.
7. Active PTA members will be given priority as chaperones on PTA sponsored field trips.
8. Do not use tobacco or alcohol products at any time.
9. Conduct positive conversations only (i.e., no yelling, swearing, gossip)
10. Do not speak of any child's behavior, personal life, etc.
11. Report any concerns immediately to the supervising teacher.
12. Do not bring any siblings of your grade level student on the field trip.
13. You must RIDE the bus TO and FROM the field trip destination.

14. Do not bring any pets/animals.
15. Cell phones should be used only for emergencies.
16. Must abide by photograph/video restriction information.

Chaperones will be determined by the grade-level teacher and reviewed by the building administrator. Administration reserves the right to exclude any chaperone from the field/recreations trip if deemed necessary at any time.

## **S. RECREATIONAL CLASS TRIPS**

Recreational class trips are permissible provided they do not interfere with the district's educational goals. The provisions in this handbook concerning field trips are also applicable to recreational class trips, except those regarding educational value.

## **T. RESPONSE TO INTERVENTION/MULTI-TIERED SYSTEM OF SUPPORTS**

Response to Intervention (RTI), also known as a Multi-Tiered System of Supports (MTSS), is an approach for redesigning and establishing teaching and learning environments that are effective, efficient, relevant and durable for all students, families and educators. RTI/MTSS involves an education process that matches instructional and intervention strategies and supports to student needs in an informed, ongoing approach for planning, implementing, and evaluating the effectiveness of instruction, curricular supports, and interventions.

RTI/MTSS is also a process designed to help schools focus on and provide high-quality instruction and interventions to students who may be struggling with learning. Use of an RTI/MTSS process can help avoid a "wait to fail" situation because students get help promptly within the general education environment.

RTI/MTSS has three important parts:

1. A multi-tiered system of curriculum, instruction, assessment, and interventions;
2. Using a problem solving method for decision making at each tier, and
3. Using data to inform instruction at each tier.

RTI is not a model to be imposed on schools but is a framework to help schools identify and support students before literacy and math difficulties become more serious. Possible benefits of an RTI/MTSS approach include the following:

- Fewer inappropriate referrals to special education
- Earlier intervention with students at risk of failure
  - Reduced inappropriate identification or over-identification of children from minority groups in special education
  - Greater ongoing collaboration between general and special education (Bocala et al., 2009)

## **U. FINE ARTS**

Students that choose to participate in Band are required to sign up at the beginning of the year. Band students are committed for the entire year.

Unexcused absences from both classes during school and events outside of school will result in zero participation points for that event.

Absences considered excused include weddings, funerals, family vacations, and illness. Weddings and family vacations require a two week notice to be considered excused. Failure to do so will be treated as an unexcused absence.

Students enrolled may choose to drop from the elective class by the completion of the third week without grade penalty. Students choosing to drop after the the third week will receive a failing grade for the remainder of the trimester. Additionally, they will not receive credit for the class. If a student enrolled in an elective class is unable to maintain satisfactory grades in the core classes, then the administration reserves the right to drop the student from the elective class. The student will not receive a grade penalty in this situation.

## **V. ATTENDANCE**

The habit of regular and punctual attendance is strongly related to the academic success of every student. We ask that the parent/guardian help their student acquire this habit.

Students leaving school during school hours must be picked up in the principal's office by the parent/guardian or his/her designated responsible adult. A sign-in and sign-out sheet is located in the school's office. Students that arrive late or leave during school hours must be signed-in or out of the building. First and last name of the student and the adult transporting them must appear on the form. All other student dismissals from school must be approved by administration.

In the event of a child's excused absence, the parent/guardian/student is expected to obtain make-up work and homework assignments. Students who are excused from school will be provided one day per excused absence to make-up work for full-credit.

### **A. DEFINITION OF TERMS**

**Tardy to Class.** Students are expected to be in class on time. A student will be considered tardy to class if they are not present and ready to learn when class begins.

**Chronic or Habitual Truant.** Upon absence, the school may make a home call. Chronic truant is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

**Excused Absence or Excused Tardy.** Absences and tardies reported to the attendance office by a parent/guardian or the student's legal guardian for valid cause as defined in the state code: "Illness, death in the immediate family, family emergency, observance of a religious holiday and shall include such other situations beyond the control of the student as determined by the school administration, or such other circumstances which cause concern to the parent/guardian for the safety or health of the student." Court appearances and medical/dental appointments will also be excused.

**Pre-planned Absence.** A notification by the parent/guardian to the school prior to the absence. Parents/guardians are discouraged from taking students out of school for vacation or for non-school sponsored events. The school laws of the State of Illinois require regular school attendance. Any absence from school is a serious handicap; not only to the individual student, but also to our entire school system. There is no real substitute to actual classroom attendance. It is the student's responsibility to make up all homework and class assignments that are missed because of this type of absence. Please inform administration at least 2 weeks in advance of a pre-planned absence.

**Unexcused Absence or Unexcused Tardies.** Absences and tardies to school that are not sanctioned by the school (administration). They include such things as: class cutting, missing the bus, oversleeping, personal appointments, family vacations, other avoidable absences, etc. Any lengthy unexcused absence (i.e. extended vacation) may lead to the student being dropped from the district. If this happens, re-registration may be necessary. It should be noted that absences or truancy may result in retention when a student fails to successfully complete the prescribed curriculum. Students shall not be promoted based upon age or any social reasons not related to academic performance (105 ILCS5/2-3.64, 5/10-20.9a, 5/10-21.8 and 5/27-27. 23 Ill. Admin. Code S1.440).

**Unauthorized Absences.** Excused absences in excess of five per semester. Exceptions that will be excused beyond the five day limit are illnesses accompanied by a doctor's note, funerals, court appearances, field trips, family emergencies, college days (limit of two) and any other situation deemed appropriate by school administration.

## **B. REPORTING ABSENCES**

All students will be required to be in regular attendance throughout the school year. Parents are required to contact the school if their child will be absent. All absences must be reported to the Principal's office prior to 9:00 a.m. each day your child will not be in attendance.

To report an absence, please call: 815-223-0786. Based on the school your student attends, the phone system's automated attendant will prompt you to select 5 for Northwest and 6 for Lincoln Junior High. At that point, listen to the prompts for further instructions on reporting absences. Dial 0 to talk to the school secretary. You can also email the child's name, date of absence and reason for absence to [attendance@lasalleschools.net](mailto:attendance@lasalleschools.net).

## **C. ATTENDANCE AND TRUANCY**

### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 6 and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because his or her religion forbids secular activity on a particular day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

### Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with The School Code and Board of Education policy.

If a student is absent from school, they are prohibited from attending school-sponsored events.

## **D. SUPPORTIVE SERVICES**

The following supportive services may be offered to a student who is experiencing an attendance problem:

- Parent-Teacher Conferences
- Counseling Services by Social Worker
- Counseling Services by Psychologist
- Alternative Educational Programs
- Alternative School Placement
- Community Agency Services
- Intervention of La Salle County Truant Officer

Possible scope of services will be determined by administration.

## **E. ARRIVAL AT SCHOOL**

Students are to arrive no earlier than 8:00 a.m., unless they are attending breakfast. Students and their parents/guardians are responsible for student behavior before the school day.

## **F. DISMISSAL FROM SCHOOL**

For the student's safety when classes are dismissed for the day, students are to leave the building and grounds immediately, unless reporting for a supervised activity.

Students and their parents/guardians are responsible for student behavior after the school day when the student leaves school property. Students are to use city walkways to and from school and should not cross the property of local citizens. When crossing the streets, students are to use the safety zones provided.

## **G. EMERGENCY SCHOOL CLOSINGS**

In the event that school is closed or buses and/or school are running on a different schedule due to any extreme condition, local radio stations will keep parents/guardians informed. In the event of cancellations, all after-school activities will be cancelled as well.

LaSalle Elementary has implemented *Blackboard Connect*, an emergency communication system. This system may also be used to alert parents/guardians in the event of a school emergency or school schedule change. Please be sure to contact the school if your contact information changes.

Local radio stations will also be notified of the school closing.

Parents/guardians should have an alternate place for the student to go in the event you will be away from home if the school closes early.

Phoning the school for information regarding school closings is discouraged.

## **H. VISITORS**

Visitors are always welcome in LaSalle Elementary schools, assuming their visitation does not interfere with the regular school routine. If an individual wishes to visit the school, 24-hour notice and approval from administration is required. We ask that visitors sign in at the office and obtain a visitor's pass.

## **I. VOLUNTEERS**

The goal of the LaSalle Elementary Schools (LES) volunteer program is to assist schools in providing the best possible education for each student. The services of volunteers are utilized to accomplish the following objectives:

- Relieve teachers and support personnel of some of the non-instructional tasks
- Provide teachers with more time to work with students
- Enrich the curriculum and children's learning opportunities
- Provide individual attention to those children who need more one-on-one assistance than the classroom teacher is able to provide

- Promote a school-home-community partnership for quality education

Every volunteer in the LES District must complete a Volunteer Application Form and be cleared before he/she begin work. It is imperative that volunteers understand their responsibilities and limitations. Volunteers must be aware of and agree to abide by all district volunteer policies and regulations. Volunteers will be given a Volunteer Handbook that should be reviewed. For more information, please contact the district office to learn more about the Volunteer program.

## **VI. FEES AND WAIVERS**

### **A. STUDENT FEES**

Fees for all students in the district are expected to be paid at the time of registration. Full refund of all fees will be made up to the first full week of school (5 full days). One half of the fees will be refunded for a semester. After the first semester of school, no refund will be issued.

#### Northwest Elementary School

Registration fee        \$75.00

There is no registration fee for preschoolers.

#### Lincoln Junior High

Registration fee        \$75.00

P.E. Uniform & Lock    \$20.00

Band Instrument Rental Fee - \$35.00

### **B. BREAKFAST/LUNCH FEES**

Breakfast and lunch are provided daily in the school's cafeteria for students in grades K-8. LaSalle Elementary Schools participate in the Community Eligibility Provision of the National School Lunch Program. This means that any reimbursable meal, including breakfast and lunch, will be offered at no cost to the student. Students who request an extra milk will be charged \$.35. Students who bring a sack lunch but want to obtain a milk will also be charged \$.35.

### **C. WAIVER OF SCHOOL FEES**

A student shall be eligible for a fee waiver when: 1) the student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.; or 2) The student or the student's family is currently receiving aid under Article IV of The Illinois Public Aid Code. The federally established guidelines for reduced meals will be used to determine whether fees will be waived. Consideration will also be given when one or more of the following factors are present: illness in

the family; unusual expense such as fire, flood, storm damage; seasonal unemployment; emergency situations. A fee waiver form is available in the school offices. The parent/guardian must submit evidence of eligibility for a waiver of student fees annually and must provide proof of income.

Eligible fees will be waived 100% for students with an approved application on file prior to the final day of the first semester. Families applying for a fee waiver after the start of the second semester will receive a waiver of 50% eligible fees.

Students receiving assistance are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment.

You will receive notification if your waiver request has been granted or denied. Denial of a fee waiver request may be appealed to the Superintendent within 30 calendar days of the denial letter. Your appeal request must be in writing and sent to LaSalle Elementary School District 122, 1165 St. Vincents Avenue, LaSalle, IL 61301.

#### **D. INSUFFICIENT FUND CHECKS**

LaSalle Elementary Schools District 122 may assess a charge for any check written to the school which is returned due to insufficient funds (NSF). Every effort shall be made by the District to contact the individual within a two-week time period of receiving the NSF notice for an immediate payment prior to imposing a charge.

If the amount due is not paid after the initial contact by the District, the District shall send the issuer of the check a 30-day demand by certified mail. The issuer will be liable in the amount of \$10.00 or for all cost and expenses incurred including reasonable attorney fees. The individual shall also be liable for interest upon the amount of the check at the current legal rate. If payment is not received after the thirty (30) day notice, they will be reported to the State's Attorney's Office. The District has the option of suing the debtor in small claims court in which damage in an amount equal to three (3) times the check value may be recovered.

#### **E. LIBRARY BOOKS**

Students are strongly encouraged to read books provided in our media centers. It is the student's responsibility for checking out and returning books on time. Damaged or unreturned books will result in the charging of the replacement cost for that book. This fee must be paid prior to additional books being checked out and allowed to take home. In the event a student does not pay the fine, they will succumb to the guidelines specified in *F. Collection Policy for Bills Unpaid* below.

#### **F. COLLECTION POLICY FOR BILLS UNPAID**



Students are responsible for returning all school property that they rent or use and for payment of any fees related to such rental use. This may include, but is not limited to: textbooks, library materials, lunch money, school picture money, damaged school property. Upon notification, the student shall have thirty (30) days to pay the bill or return the property in satisfactory condition. All bills must be paid prior to the last day of school. This includes school sponsored fundraising activities.

Any fees not paid will be subject to collection efforts if deemed appropriate by the District. Such could include but are not limited to filing of suit in LaSalle County Circuit Court and/or turning debt over to a collection agency.

### **G. STUDENT PHOTOGRAPH AND VIDEO USAGE**

Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the building Principal. The school may use these pictures, without identifying the student, in various publications including the school yearbook, school website, and district Facebook account. No consent or notice is needed or will be given before the school uses the pictures of unnamed students taken while they are at school or a school-related activity.

Many times, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition.

LaSalle Elementary helps support the development of potential teachers through a variety of educational institution's State Teacher Certification Program. A required component of the state teacher certification is the completion of edTPA. edTPA is a teacher performance assessment for teacher candidates, created by Stanford University. The performance assessment documents a series of lessons the student teacher instructs in the classroom including short video recordings. Although the video recordings involve both the teacher and various students; the primary focus is on the student teacher's instruction, not on the students in the class. In the course of recording the student teacher's instruction, your child may appear on the video. No student's name will appear on any materials that are submitted and materials will be kept confidential at all times. The video recordings and student work submitted will not be made public in any way. Materials submitted will be reviewed by the cooperating education institution. Assessment materials may also be used by Stanford University and Pearson under secure conditions for edTPA program development and implementation, including scorer training, and to support continued program improvement activities such as future validity and reliability studies.

## **VII. DISCIPLINE**

### **A. POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)**

Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach for creating and maintaining safe and effective learning environments in schools, and ensuring that all students have the social/emotional skills needed to ensure their success at school and beyond. PBIS emphasizes an instructional approach to discipline. Universal Expectations have been developed which support a positive learning environment for all students. Students receive instruction on how to meet the Universal Expectations at the beginning of each school year and receive continued support and education through the use of "Cool Tools" if they are having difficulty meeting the desired outcomes.

The Universal Behavioral Expectations are:

- Respect Self
  - Listens to Others
  - Uses Manners
  - Maintains Appropriate Appearance
  - Gives their best effort on homework and school work
- Respect Others
  - Quiet when others are talking
  - Waits his/her turn/raises hand
  - Complies with direction
  - KHFOOTY (Keep Hands Feet and Other Objects To Yourself)
- Respect Property
  - Cleans up area
  - Uses materials appropriately
  - Respects equipment and materials
  - Respects environment
- Ready and Here
  - Comes to school/classes on time
  - Completes homework on time
  - Has appropriate materials
  - Participates in class

The above criteria will be used in determining citizenship grades on the report card at Northwest Elementary School.

## **B. STUDENT DISCIPLINE**

### Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials, including electronic cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use of medical cannabis, even by a student whom the medical cannabis has been prescribed is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Entering school property or a school facility without proper authorization.
12. Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants.
13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
14. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
15. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. No inappropriate public display of attention that could be offensive to others.
19. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.

20. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.

21. Making an explicit threat on an internet website against a school employee, a student, or any school-related personnel if the internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studies within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### Disciplinary Measures

Disciplinary measures may include:

1. Notifying parents/guardians

2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Suspension from school (up to 10 days) and all school activities provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds or attending school activities. If a student is suspended from school, the student will be afforded the opportunity to make up the work for full credit. The timeline for completion will be established on the suspension notification.
6. Suspension of bus riding privileges, provided that appropriate procedures are followed.
7. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
8. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
9. In-school suspension and all school activities provided that appropriate procedures are followed. The Building Principal or designee shall ensure that the student is properly supervised.
10. After-school detention provided the student's parent/guardian has been notified one school day prior to the detention or other arrangements for serving it have been made. Students will not be kept beyond 60 minutes from dismissal. Parents are responsible for arranging transportation. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
11. Search and Seizure - In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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

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

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

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program. Expulsions, and/or change of placements that exceed 10 school days will require board approval.

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

### Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school may be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### Gang and Gang Activity

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

### Discipline of Students with Disabilities.

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and

strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

#### Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

#### Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

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

1. During any school sponsored education program or activity.



2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any repeated severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, teen dating violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
  - b. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits any person from engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation.
  - c. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
  - d. 7:310, *Restrictions on Publications*. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
  - e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, teen dating violence and other acts of actual or threatened violence to the building principal.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

### **C. DUE PROCESS**

A student is provided with the following due process in connection with any suspension from school:

1. Oral or written notice of the charges and evidence supporting the charges;
2. If the charges are denied, a student will be given an opportunity to explain his version of the events to the building principal
3. The suspension (except from riding a bus for safety reasons) may not exceed 10 days;
4. To have his parents or guardian immediately receive a report of the suspension along with a full statement of the reason for it and a notice of right to review;
5. If a hearing is requested, the parents or guardian may appear and may discuss the suspension with the board or its hearing officer;
6. Any decision rendered must be based upon the evidence; and
7. With respect to any suspension invoked, the student has a right to be informed of its beginning and ending dates.
8. Beginning on September 15, 2016, the student will be provided a written suspension decision detailing the specific act of gross disobedience or misconduct and the rationale as to the specific duration of the suspension. A student who is suspended from school or from the school bus and who does not have alternative transportation to school must have the opportunity to make up work for equivalent academic credit.

The rules regulating the suspension of a student identified as in need of special education are different, and disposition will depend upon the facts presented in the case.

## **VIII. OTHER RELATED DISCIPLINARY ISSUES**

### **A. STUDENT APPEARANCE**

We believe the appearance of students is primarily the responsibility of the parent. However, when a student's appearance is felt to be detrimental to the educational process or presents a health or safety issue, the student will be asked to make appropriate changes. In general, school attire must cover the individual from the shoulders to the mid-thigh area. Clarification and guidelines of the general rule follow.

1. Immodest clothing, such as see-through items, shirts that expose the midriff and attire that advertises drugs or alcohol, symbolizes gangs, or displays profanity, sexual innuendos, inappropriate practices, or obscenity will NOT be allowed.
2. All shorts need to provide coverage to the mid-thigh area. The mid-thigh coverage applies to students when sitting, standing, walking, etc.
3. Shirts must have a modest neckline with chest area completely covered. Sleeveless shirts must have 1" minimum shoulder coverage. Backless shirts are not allowed. Racerback tops must have a tank top underneath with a one inch shoulder cover.
4. Underclothes worn in an exposed manner are unacceptable.
5. Pants need to be secured at the waist level. Sagging pants are not permitted.
6. Students are required to wear appropriate footwear which includes hard soles. Feet must be completely covered by sock and shoe. Flip flops, house slipper/boots are not allowed.
7. Inappropriate jewelry and heavy neck, wrist, or wallet chains are not allowed.
8. Hats, ball caps, hoodies, bandanas, or any other head covering unless of religious affiliation are not to be worn in the building.
9. Coats and jackets are to remain in lockers during school hours.
10. Writing and drawings on body with markers and pens is prohibited.
11. The application of makeup/cosmetics during school hours is prohibited.

A student whose appearance is in question will be referred to the administration for compliance. Students who are found to be in violation will be offered the opportunity to remedy the violation. The student may contact parents for a change of clothes. It is recommended that students have a change of clothes in their locker. If students have an appropriate change of clothes at school they may change into this clothing. In order to get students back to class as soon as possible, students may be required to change into PE clothes until the appropriate attire is brought to the school.

Students who are tardy to class due to dress code violations MAY be issued detentions for tardiness. Exemptions to the dress code may be determined for specific events as determined by the building principal or his/her designee. Repeated offenses may result in discipline being issued. The Principal or Dean of Students will have the responsibility of determining whether questionable attire or grooming is appropriate. Parents have the right to appeal decisions. The first step of the appeal is to discuss the situation with the building Principal.

## **B. PROHIBITED PERSONAL ITEMS**

These items should not be brought to school and may be confiscated:

1. Rollerblades, Roller skates, Skate shoes
2. Laser Lights
3. Other personal items which may interfere with the educational process, including curricular material being used for non-curricular activities such as toys, including, but not limited to, dolls, stuffed animals, and trading cards

4. Using or possessing an electronic paging device or using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be turned off and in the student's locker during the regular school day unless the administration grants permission.
5. Matches, Lighters, Lighting Materials
6. Spike jewelry, chains or any jewelry that can be used as a weapon
7. Spikes worn on jewelry, clothes, coats or shoes
8. Purses (if brought to school, they must remain in lockers)
9. Food/Gum - that is not part of student's lunch

### **C. JUNIOR HIGH PHYSICAL EDUCATION RULES**

1. Students are to wear the school approved PE uniform, socks and tennis shoes (ones that do not mark the floor – No platform shoes of any kind).
2. At no time is jewelry to be worn in PE class. No exceptions will be made.
3. Students with newly pierced body parts will be expected to cover the jewelry (Band-aids will not be provided by the school).
4. Students are NOT TO ENTER the locker area without permission from the teacher/supervisor.
5. At all times, students will obey the teacher/supervisor or substitute teacher.
6. Students are to change into their PE clothes with a minimal amount of noise. Students will have a maximum time of 3 minutes for changing.
7. Students are to remain in the locker room until excused to the gym by a teacher/supervisor.
8. Students, upon entering the gym from the locker room, are to proceed directly to their assigned seat and sit quietly for warm-ups and instruction.
9. Students are expected to dress and participate in all activities, including warm-up activities and calisthenics. DOCTOR'S NOTES AND TEACHER APPROVED PARENTAL NOTES WILL BE CONSIDERED EXCUSED. NOTE: THE TEACHER RESERVES THE SOLE RIGHT TO ACCEPT OR REJECT THE PARENTAL NOTE. At all other times, students not dressing or participating will lose grade points.
10. After being dismissed to the locker room at the end of the class, all students will remain in the locker room until dismissed to go to the gym or until the bell rings. If excused into the gym rule #8 applies.
11. Lockers will not be shared at any time, nor will sharing of clothes be allowed.
12. Uniforms, locks, clothes, electronic devices etc., that are lost, misplaced or stolen are the responsibility of the owner. In the case of a uniform, the owner shall replace the uniform within a reasonable period of time (students must bring teacher approved shorts and shirt from home to use during that period of time).
13. Students will use the large lockers ONLY during PE classes and must remove contents from them immediately at the end of class. Contents will be removed if necessary.
14. Students shall report all injuries immediately to the PE teacher/supervisor.
15. Students must have their last name and first initial imprinted on their shorts and shirt.
16. Continuous no dresses may require a student to do written assignments in the gym or be removed and put in another classroom with supervision to do work.

17. Students who do not dress on days of extracurricular activities will not participate in the extracurricular activity (unless the no dress is excused).
18. Spray deodorants or perfume/cologne are not allowed in the locker room (including body sprays).
19. Shorts will be worn at the appropriate waist level at all times.
20. Students that are tardy 3 times to class will receive an afterschool or before school detention.

#### **D. 8<sup>th</sup> GRADE GRADUATION CEREMONY PARTICIPATION**

Participation in the graduation ceremony is a privilege, not a right, to be determined by the sole discretion of the administration. Administration will make the determination on graduation participation for students that transfer to Lincoln Junior High School during the third trimester. Administration may choose to withhold a student from participating in the graduation ceremony based on but not limited to: academic performance, misconduct, attendance, and unpaid school fees.

### **IX. HEALTH SERVICES**

#### **A. SCHOOL NURSE**

A full-time nurse is assigned to the district for the safety of the students. The nurse offers a website that contains school-health related information and district and state forms. The nurse's website is accessible through LaSalle Elementary's website at [www.lasalleschools.net](http://www.lasalleschools.net). If your child has a medical condition, communicable or infectious disease, or allergies that school personnel should be aware of, please notify the school nurse so we may notify and prepare our staff.

The school nurse will administer first aid to all students in need of such. The school nurse will provide immediate care for students if they become ill or are injured at school. The school nurse is not equipped to care for children beyond their immediate needs when they become ill. Parent/guardian will be notified and asked to take students home if the nurse is unable to meet the needs of the student at school. We appreciate your cooperation by coming to get your child within a reasonable time. We do not want sick children to stay at school or healthy children to be exposed to children who are contagious.

Parent/guardians are asked not to send their child to the nurse for evaluation of injuries or conditions that occurred away from school or at home as these are not under school jurisdiction. The school nurse is not allowed to diagnose conditions or to administer medications – except in full compliance with the medication policy of District 122. In all cases the school retains the discretion to reject a request for administering medication. There will be no exception to this policy.

Each student who needs to see the nurse should observe the following procedures:

1. If a student becomes ill during a class period they should obtain permission from their teacher to report to the nurse's office.
2. The Nurse's Office is to be used for health related services only.
3. The student who becomes ill during the school day must report to the nurse's office for permission to leave school. Criteria for the nurse to send a student home includes but is not limited to: witnessed vomiting, diarrhea, temperature of 100.0 or greater, or nurse discretion. The school phone will be used to contact a parent/guardian. The use of a cell phone to contact parents or guardians is prohibited, unless prior approval is given by the school administrator. The use of a cell phone will be treated as a cell phone violation. A student who leaves class without permission may be considered truant from the class or classes that are missed and are subject to the disciplinary action for an unexcused absence.

Below are additional requirements of the nurse's office:

- Students who have a doctor's request to be excused from PE/recess/ sports should present the request to the nurse.
- The physical examination and immunizations required by State Law must be on file before registration can be completed. Students transferring into LaSalle from outside the State of Illinois will have thirty (30) calendar days from their entrance date to comply with the physical and immunization requirements.
- Body piercing (new and existing), including but not limited to ears and eyebrows, are to be tended to at home unless they are bleeding.
- Students will not be allowed to leave campus for change of clothing.

## **B. ILLNESS AND SCHOOL ATTENDANCE**

Your child is too ill to attend school if:

- he/she has had vomiting or diarrhea within the last 24 hours.
- he/she has a temperature of 100° F now or in the past 24 hours.

Students are to be fever-free without the use of fever-reducing medications for 24 hours before returning to school.

## **C. INSURANCE**

Insurance is available for all students in the district for applicable medical expenses arising from accidents that occur while attending regular school sessions at no cost. All students are insured by the district's Student Accident Insurance. This insurance is provided by Illinois School District Agency, 6400 Eagle Way, Chicago, IL 60678-1640. This insurance is secondary to any other insurance the student may have. Optional additional accident coverage is available through the district or you may have your own coverage.

#### **D. ACCIDENTS**

All accidents which occur at school must be reported to the principal's office immediately. Students or teachers should report the specifics as soon as possible. Under no circumstance should a student leave the building because of injury unless accompanied by their parent/guardian or his/her designee. When possible and in most cases, the parent/guardian will be notified by the principal's office when their student is injured.

#### **E. PROCEDURE FOR INJURED CHILD**

If a child requires stitches, a brace, cast, or sling, the doctor must write a PE/recess/sports excuse. All PE/recess/sports notes must indicate when the student may return to PE/recess/sports. If the note states "until further notice" a follow up note from the physician must be received by the nurse within 4 weeks, stating progress of the student, or giving the reevaluation date for the restrictions to continue.

Students who have an injury or health condition requiring crutches, cane or other assistive device are required to submit a physician's note for use during the school day.

At the Junior High School a parent/guardian note will be accepted for 2 consecutive days if a student needs to be excused from PE. At the Elementary Schools a parent/guardian note will be accepted for 3 consecutive days. An extension on a parent/guardian note will not be accepted. If a student needs to be excused from PE for more than 2 or 3 days, a doctor's note is required. If a pattern is noted in receiving parent/guardian notes (certain days of the week or month) a doctor's note will be required to appropriately evaluate the student.

Our school policy states that if a student cannot participate in PE, they cannot participate in recess or sports (Cheerleading, intramurals, after school sports, basketball, volleyball, etc.). The student may be assigned to an alternate location during PE/recess. This is for the student's safety to protect him/her from accidental injury.

#### **F. PHYSICAL ACTIVITY OR P.E. RESTRICTIONS**

If a student has a medical condition, including pregnancy, which may require PE/sports restriction or otherwise require additional support from school staff, the student should provide the school nurse with a note from his or her treating doctor with information relating to the condition and any necessary restrictions or recommended supports from school staff. Alternative activities and/or units of instruction will be provided for pupils whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses (Board Policy 7:260).

#### **G. HEAD LICE**

Each year, approximately 6 to 12 million children between 3 and 12 years of age are infested with head lice (AAP, 2002). Because head lice infestations are a concern to schools nationwide,



parents are encouraged to regularly inspect their child's head for head lice. Please notify the school if you found and treated a case of head lice at home.

LaSalle Elementary Schools follows guidelines for head lice, set forth by both the American Academy of Pediatrics and the National Association of School Nurses that support leaving the child in the classroom, minimizing loss class time and maintaining confidentiality to avoid the social stigma related to lice. These guidelines are set forth using evidence based research which has shown the risk of transmission of head lice in a school setting is minimal. Additional information regarding head lice can be obtained by visiting our school nurse's website.

If a student is found to have live head lice:

- a) The student's parents will be notified by the nurse. The nurse will provide educational information regarding the treatment and management of head lice to parents at their request.
- b) The heads of all students in the same family/household will be inspected.
- c) A child found to have head lice may be readmitted to school the following day upon presentation of proof of appropriate treatment (note from physician, copy of prescription, or proof of purchase/receipt for an over-the-counter product). Parents may be asked to bring their child to the nurse's location (i.e. Northwest in the morning).
- d) Students who ride the school bus and found to have live lice will not be allowed to ride the bus until Step C above has been fulfilled.

## **H. COMMUNICABLE AND CHRONIC INFECTIOUS DISEASES**

The Superintendent shall develop and implement procedures for dealing with the known or suspected cases of communicable and chronic infectious disease involving a District employee consistent with the State and Federal law, rules of the Illinois Department of Public Health and Board of Education Policies.

## **I. FASTINGS**

If a student is fasting for religious reasons, parents must notify the school nurse in writing. The nurse will inform the PE staff of the fast so that arrangements may be made for alternate activities/assignments.

## **J. FOOD ALLERGIES**

In accordance with Public Act 96-0349, parents of children with food allergies are required to provide LaSalle Elementary District 122 with an Illinois Food Allergy Emergency Action Plan and Treatment Authorization form signed by the parents and their child's health care provider. Parents are responsible for providing a current Epi-pen auto injector to be kept at school.

## **K. EPI-PEN/ASTHMA INHALERS**

Public Act 96-1460 makes changes regarding the self-administration of an asthma inhaler or epinephrine auto-injector in school. It requires written authorization from a student's health care provider for the use of an epinephrine auto-injector. The bill provides that in the event that the pupil's health care provider determines that it is inappropriate for the pupil to self-administer his or her asthma inhaler, those instructions must be included in the prescribing information provided to the school. All students requiring an inhaler or Epi-pen must submit a completed Medication Authorization Form to the school nurse. Forms are available from the nurse, the office or on the school website. Please see the Medication Administration Section for additional information.

Public Act 99-0843 requires Illinois schools to request an asthma action plan from the parent of any student diagnosed with asthma. A printable asthma action plan may be found on the school nurse's website. The asthma action plan should be completed by the parent & the child's healthcare provider. All asthma action plans will be kept on file in the nurse's office.

## **L. DIABETES CARE ACT**

In accordance with the Care of Students with Diabetes Act, parents are required to provide LaSalle Elementary District 122 with a Diabetes Care Plan signed by the parents and their child's health care provider. This Diabetes Care Plan shall specify the diabetes-related services needed by a student at school and at school-sponsored activities and identifies the appropriate staff to provide and supervise these services. The services and accommodations specified in the diabetes care plan shall be reasonable and reflect the current standards of diabetes care. Parents are responsible for providing all necessary supplies to care for their child's condition during school hours including but not limited to diabetic testing supplies, sources of rapid acting carbohydrates, snacks, etc.

## **M. SCREENINGS**

The school nurse will conduct various screening programs, including vision and hearing to detect any gross areas of difficulty students may be experiencing. The school is not equipped to go beyond the initial screening process. The screening information will be given to the parents/guardians for use in further evaluations if desired. Screenings may be done at the request of teachers, and/or by Public Health requirements.

Notice to parents/guardians of students in 2<sup>nd</sup> and 8<sup>th</sup> grades, special education students and new students: Illinois Law (Public Act 93-504) requires LaSalle Elementary Schools, District 122 to inform you that the vision screenings done in the school setting are not a substitute for a complete eye and vision evaluation by an eye doctor. Our screening does not evaluate the health of the eye nor the necessary visual skills essential for successful academic achievement. Your child/children are not required to undergo this vision screening if an optometrist or ophthalmologist has signed a report form indicating that an examination has been given within the previous twelve months. The report forms are available from your school nurse. Students

wearing glasses or contact lenses are already under a doctor's care and are not screened. You will be notified only if your child fails the screening.

## **N. ADMINISTRATION OF MEDICATIONS**

All medication including over-the-counter medications (such as Tylenol, Motrin, Cough Medicine, etc.) require a signed medication authorization form from a physician. Cough drops are not allowed at school unless authorized by the student's healthcare provider.

All medication is to be transported to and from school by an adult. No student is to transport or have medications in his/her possession.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

1. The school nurse is not allowed to diagnose conditions.
2. Parent(s) or guardian(s) have the primary responsibility for administering medications to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student. Teachers and other non-administrative school employees, except school nurses, shall not be required to administer medication to students except for field trips or other off-campus activities.
3. Nothing in the policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.
4. Before any medication can be given at school a medication authorization form must be completed and signed by the prescribing physician and the parent/guardian; this includes prescription and over-the-counter medications.
5. Prescription medications are to be in the original container with the student's name, medication name, dosage, physician's name and pharmacy name. Over-the-counter medication must be in the original container with the student's name written on the container. All medications shall be stored in an appropriate locked cabinet.
6. Employees of LaSalle Elementary will not administer homeopathic remedies such as essential oils, or creams and lotions containing essential oils. Parents may come to school and administer such remedies to their children, unless the scent from these remedies triggers an asthmatic or allergic reaction to other students or staff in the school or causes a disruption to the educational process.

7. Students in grades Preschool-8 will be addressed on a case-by-case basis to determine if they meet conditions for self-administration of inhalers.
8. Self-administration of other emergency medication (i.e. Epi-Pen) will be addressed on a case-by-case basis.
9. The Self-administration form must be signed by a parent/guardian and the doctor.
10. All medication forms (prescription, over-the-counter, and self-administration) must be renewed at the beginning of each school year with a doctor and parent/guardian signature.
11. Students will not be allowed to leave campus to obtain medication unless given administrative approval.
12. Short-term antibiotics are often prescribed by physicians to be administered three times a day. Please check with the prescribing physician; often he/she wants these doses to be spread out over the longest time period possible while the child is awake. These medications can be given in the morning before school, after school and at bedtime.
13. The parent/guardian is responsible for picking up extra medication at the end of treatment and/or school year. Medicine left at school at the end of the school year will be discarded.

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

#### **O. PHYSICAL EXAMINATION AND IMMUNIZATIONS**

Physical examinations, as prescribed by the Illinois Department of Public Health and the Illinois State Board of Education, shall be required of all students in the public schools:

1. prior to their entrance into kindergarten or 1st grade,
2. prior to entrance into 6th grade,
3. irrespective of grade, immediately prior to or upon entrance into any public school if that student has not previously been examined in accordance with Section 27-8-1 of the Illinois School Code,
4. when deemed necessary by school authorities

**Completed School Physicals & Proof of Immunizations are due to the school by the first day of school of the current school year.**

If a child does not comply by the first day of school of the current school year, with **all** of the physical examination and immunization requirements, then LaSalle Elementary School District 122 shall exclude that child from school until such time as the child presents proof of having had the health examination as required and presents proof of having received those required immunizations. Required components of the health examination include: health history, diabetes screening, lead risk assessment or testing, and complete physical examination. Examinations must have occurred within 1 year of the first day of the current school year.

Dental examination, as prescribed by Illinois Department of Public Health, is required in kindergarten, 2<sup>nd</sup> grade and 6<sup>th</sup> grade.

In addition to the physical examination, every student shall be immunized, in accordance with the rules and regulations promulgated by the Illinois Department of Public Health and the Illinois State Board of Education. Students failing to meet the required mandates shall be excluded from the attendance centers in LaSalle Elementary Schools, District #122. Students transferring into the schools from out of state will have thirty (30) calendar days from their entrance date to comply with the physical and immunization requirements.

Students not complying with immunization/physical requirements in the allotted time period will be excluded from school until such time the requirements have been met. These days will be unexcused and subject to the disciplinary action for an unexcused absence.

Before a child can attend the Jackson Preschool program, the student must have a current physical (within one year) that includes immunization records and is signed by physician.

Students whose parent/guardian object to physical examination or immunizations on religious grounds shall not be required to submit themselves thereto if they present a completed Illinois Certificate of Religious Objection To Required Immunizations and/or examinations. The Illinois Certificate of Religious Objection form must be signed by the parent/ guardian of that child and the child's healthcare provider. The healthcare provider must be "a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes him/her to perform health examinations, or a physician assistant to whom has been delegated the performance of health examinations by his/her supervising physician." The objections must set forth the specific religious belief which conflict with the examination, immunization or other medical intervention and approved by the Superintendent of LaSalle Elementary Schools.

If the physical condition of the student is such that any one or more of the required immunizations should not be administered, the examining physician is to document such fact on the physical examination or immunization form.

Exempting a student from the physical examination does not exempt him/her from participating in the physical education program.

#### **P. CONCUSSION POLICY**

A student athlete who exhibits signs, symptoms or behaviors consistent with a concussion in a practice or competition will be immediately removed from participation. Any athlete who has been removed from an interscholastic practice or competition for a suspected concussion or head injury must be cleared to play by a licensed health care provider before being allowed to return to practice or competition. The district has adopted a Concussion Protocol that outlines the procedures for Return to Learn and Return to Play. Prior to returning to participate, students must complete all steps in the protocol.

#### **Q. HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

### **X. TECHNOLOGY**

#### **A. RESPONSIBLE USE AND INTERNET SAFETY POLICY**

FOR THE COMPUTER NETWORK AND DEVICES OF THE LASALLE ELEMENTARY SCHOOLS, DISTRICT #122

The LaSalle Elementary School District is pleased to make available access to interconnected computer systems within the District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities. In order for the School District to be able to make its computer network and Internet access available, all staff and students must take responsibility for appropriate and lawful use of this access. Below is the Responsible Use and Internet Safety Policy ("Policy") of the School District. Upon reviewing, signing, and returning this Policy, each staff member and student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. The listed procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action and/or legal action.

#### **I. PERSONAL RESPONSIBILITY**

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but also are agreeing to report any identified security problem relating to the network and any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

## II. TERM OF THE PERMITTED USE

A staff member and student who submits to the School, as directed, a properly signed Policy and follows the Policy, to which she or he has agreed, will have computer network and Internet access during the course of the school year only. A signature is required every year for renewed access.

## III. RESPONSIBLE USES

A. Educational Purposes Only. The School District is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is education, you may consult with the person(s) designed by the School to help you decide if a use is appropriate.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

a. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; view, transmit or download pornographic materials; and download or transmit confidential, trade secret information, or copyrighted materials (including the streaming of movies and music). Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them. Copyright law and School Policy prohibit the re-publishing of text or graphics found on the Web or on School Websites or file servers, without explicit written permission.

b. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); don't harass or "stalk" (cyberstalking) another individual; employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet. Do not upload a worm virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

c. Uses that jeopardize the security and privacy of individuals that includes the unauthorized disclosure, dissemination and use of information about anyone that is of a personal nature including a photograph without consent.

d. Uses that are commercial transactions. You should not use the network for private financial or commercial gain. Never give others private information about you or others, including credit card numbers and social security numbers.

e. The equipment will be used with respect to the proper care and function of the equipment. Anyone found to be intentionally damaging any technology or media equipment (hardware or software) would be cited for school property abuse.

C. Netiquette. All users must abide by rules of network etiquette, which include, but are not limited to the following:

- a. Be polite. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language. Avoid language and uses, which may be offensive to other users.
- b. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- c. Don't assume that a sender or e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

#### IV. INTERNET SAFETY

A. General Warning: Individual Responsibility Users. Even though the district's network is filtered, all staff, students and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are best guides of materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school personnel.

B. Personal Safety Guidelines for Students. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address, or telephone number. Do not use your real last name or any other information, which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you meet on the computer network or Internet without your parent's permission. Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities. It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of



directory information, as defined by Illinois law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures. The School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors. Students are required to utilize only the school provided wireless network. Utilizing other networks during school hours is prohibited.

#### V. PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. District Provided Devices can be monitored at any time. This includes live viewing of screens and Internet browsing histories.

#### VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user, who violates this Policy, may have his or her access to the computer network and Internet terminated for any amount of time as determined by Administration. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. If violations of the District's Internet Responsible Use Agreement occur, the following sanctions may ensue: potential loss of internet/network privileges and/or disciplinary action.

#### VII. WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating any investigation of the user's use of his or her access to its computer network and the investigation of the user's use of his or her access to its computer network and the Internet, whether the use is on the School computer or on another computer outside the School District's network.

#### VIII. COPYRIGHT WEB PUBLISHING RULES

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- A. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- B. Students and staff engaged in producing web pages must provide system administrators or Building Principal with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- C. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- D. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- E. Student work may only be published if there is written permission from both the parent/guardian and student.

#### IX. USE OF ELECTRONIC MAIL

The E-mail system is owned and controlled by the school and district. E-mail is provided to aid staff and students in fulfilling their duties and responsibilities, and as an education tool.

- A. The school and district reserve the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- B. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- C. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- D. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- E. Recognize that email is not private. System administration has access to all emails. The district archives and retains emails for 10 years.
- F. Use of the electronic mail system constitutes consent to these regulations.

#### X. ONLINE ACTIVITIES

- A. Educational Purposes: Authorized users may create web pages as a part of a class activity. Material presented on a class website must meet the educational objectives of the class

activity. The District has the right to exercise control over the content and/or style of the student webpages. Only those students whose parent(s) or guardian(s) have completed the Authorization for Electronic Network Access Form Permission for Publication section may post their work or picture on student or school websites. Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes.

B. Electronic Social Networking: While home-based web sites, message boards, blogs, forums, and other uses of home-based computers may be regarded as a benefit to a student's computer literacy, the staff and student needs to be aware of the following:

- a. Using a non-district computer, either during or outside of the regular school day, such that the use results in material and/or substantial disruption to the school will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be found, the school will implement appropriate consequences as defined in the acceptable use policy and the student discipline code.
- b. As district network use is a privilege, such violations may result in suspension of use of district network or other technology for a period of time based upon the seriousness of the offense's impact or a threat's ability to have caused material and/or substantial disruption were it carried out.
- c. Students use of Google Apps for Education. Gmail, Docs, Sheets, Slides and Classroom should be use for instructional purposes only. Messaging through Google Apps is strictly prohibited.

## **B. LINCOLN JR HIGH 1:1 PROGRAM**

### 1:1 User Agreement

The Chromebook (henceforth know as "Device") is the property of LaSalle Elementary School District and as such all terms of the LaSalle Elementary Schools' Responsible User Agreement apply. The District retains the rights to revoke the privilege of use and may result in disciplinary action by the school for the following reasons:

1. The Device will be used for educational purposes only.
2. The Device will not be used for unethical use of the Internet or email by students or their family members.
3. Students must bring their Device to class each day fully charged.
4. The device must remain in the school provided case at all times.
5. If a student is taking an extended vacation, they are required to turn the Device into the Tech Department.
6. The Device and any accessories must be returned prior to the end of each school year in the condition they were issued.
7. Students who leave LaSalle Elementary Schools during the school year must return the Device; along with any accessories to the Tech Department at the time they leave the district.

Failure to return a Device within three days of withdrawal from the school district may result in legal action.

8. The Device is the property of the LaSalle Elementary Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on the device or a school supplied and supported email service. The School has implemented a device monitoring solution (GoGuardian) which provides the ability for staff to view the device's screen and Internet browsing history.

9. At all times, students are expected to follow classroom rules and expectation regarding appropriate use of the Device. Google Apps for Education (Gmail, Docs, Classroom, etc.) is to be used only as an educational tool for school purposes only.

10. Parents/Guardians accept full responsibility for any lost, stolen, or damage done to the Device while issued to your student. Should a Device be damaged, lost, or stolen the student and parent/guardian should immediately notify the school administration. The filing of a police report by the parent/ guardian may be advised at that time. In the event of a lost or stolen Device and once a police report is filed, the LaSalle Elementary School District in conjunction with police, may deploy location software which may aid the police in recovering the Device.

11. If something is not covered under factory warranty, the student/parent agrees to pay the amount in accordance with the damage repair cost list. If the administration deems the device to be purposefully and neglectfully damaged, the student/parent agrees to pay full repair or replacement.

12. Devices and accessories should not be defaced.

13. If the case's shoulder and handle has been broken, the integrity of the case is in question, and the student will be required to pay for a replacement case.

Current Damage Repair Cost List:

- LCD Screen - \$40.00 (may not be identical specs as original)
- Chassis - \$15 (any plastic around screen or keyboard)
- Key Replacement - \$10 per key
- Full Keyboard - \$75 (If the keyboard is deemed unrepairable, total replacement cost for the device will be charged.)
- Case - \$40
- Charger \$30

### **C. NORTHWEST ELEMENTARY CLASSROOM CHROMEBOOK PROGRAM**

The Chromebook (henceforth known as "Device") is the property of LaSalle Elementary School District and as such all terms of the LaSalle Elementary Schools' Responsible Use and Internet Safety Agreement apply. The District retains the rights to revoke the privilege of use and may result in disciplinary action by the school if the device is not used appropriately.

- The Device will be used for educational purposes only.
- The Device will not be used for unethical use of the Internet or email.
- The Device is the property of the LaSalle Elementary Schools and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on the device or a school supplied and supported email service. The School has

implemented a device monitoring solution (GoGuardian) which provides the ability for staff to view the device's screen and Internet browsing history.

- At all times, students are expected to follow classroom rules and expectation regarding appropriate use of the Device. Google Apps for Education (Gmail, Docs, Classroom, etc.) is to be used only as an educational tool for school purposes only.
- Parents/Guardians accept full responsibility for any lost, stolen, or damage done to the Device while assigned or used by your student. In the event of a lost or stolen Device and once a police report is filed, the LaSalle Elementary School District in conjunction with police, may deploy location software which may aid the police in recovering the Device.
- If the administration deems the device to be purposely and neglectfully damaged, the student/parent agrees to pay full repair or replacement costs.
- If something is not covered under factory warranty, the student/parent agrees to pay the amount in accordance with the damage repair cost listed below.

Current Damage Repair Cost List:

- LCD Screen - \$40.00 (may not be identical specs as original)
- Dell 11" Glass - \$45.00
- Chassis - \$15 (plastic piece around the screen)
- Key Replacement - \$10 per key
- Full Keyboard - \$75 (If the keyboard is deemed unrepairable, total replacement cost for the device will be charged.)

#### **D. STUDENT USE AND CARE OF THE DEVICE**

No food or drink is allowed next to your Device.

Cords, cables and removable storage devices must be inserted CAREFULLY into the device.

Do not attempt to gain access to the internal electronics or repair your Device. If your Device fails to work or is damaged, report the problem to your teacher as soon as possible. The technology department will determine Device repair/replacement options. You may be issued a temporary Device or other materials until your Device is working properly or replaced.

Never leave a Device unattended. When not in your personal possession, the Device should be in a secure, locked environment. They should never be shoved into a desk or a locker, or wedged into a book bag as this may break the screen. Unattended Devices will be collected and stored in the school's technology office. Devices should be shut down when not in use to conserve battery life.

Students should never carry or "work on" their Device while walking around the classroom or down the hallways.

Never expose a Device to long-term temperature extremes or direct sunlight this may cause damage to the Device.

Devices do not respond well to liquids. Avoid applying liquids to the Device. The Device can be cleaned with a clean soft anti-static or microfiber cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Device.

Avoid placing weight on the Device screen or place anything on the keyboard before closing the lid (e.g. pens, pencils, or notebooks).

Some Devices come equipped with a camera and video capacity. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Students must obtain school permission to publish a photograph or video of any school related activity.

All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

Lincoln Jr. High Chromebooks come with a case. The role of the case is to protect the device, especially while the it is being transported. Leave the device in its case at all times. Please note that this provide basic protection and may not prevent damage from drops or abusive handling. You shouldn't toss, drop, or slide a bag if your Chromebook is inside.

Lincoln Jr. High Chromebooks come with a charger. Care must be exercised when plugging and unplugging these accessories. Student-issued accessories are the responsibility of the student.

Lincoln Jr. High students are responsible for bringing their Device to class every day unless otherwise directed by a staff member. Failure to bring a Device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including their assigned Device, the student will be subject to disciplinary action.

## **E. PARENT GUIDE TO STUDENT USE OF TECHNOLOGY**

La Salle Elementary Schools recognize that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Device during the school day and at home.

Take extra steps to protect your child. Encourage your child to use and store the Device in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online.

Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.

Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.

Review your child's friends list. You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.

Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.

Limit the time your student is on the Device. While the Device is a very engaging tool, it is a schoolwork device. Care and constant monitoring will reduce your child's exposure to excessive use.

Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.

Help your child develop a routine. Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Device is cared for and when and where its use is appropriate.

Take a look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Device.

Read and share with your child the La Salle Elementary Responsible Use and 1:1 Device Care Policies. By reading and discussing the use and care policies, you can create a clear set of expectations and limitations for your child.

## **F. CELL PHONE/TECHNOLOGY USAGE**

Students are discouraged from bringing cell phones and all other electronic devices (iDevices, Kindle Fire, etc.) to school. If a need should arise for a student to have a cell phone in his/her possession at school, it is required that the phone be turned off before entering the building. Upon entering the building, the cell phone needs to be placed in the student's designated locker as soon as possible. After the first offense, the phone will be collected and brought to the office. A parent/guardian will be needed to collect the phone. Further cell phone infractions will result in the necessary disciplinary action. Use of a cell phone, including texting, gaming, or other phone operations, by a student while on school property during school hours is prohibited. Use of a phone during school hours will result in disciplinary action. The school is not responsible if a cell phone is lost or stolen.

## **XI. BUILDINGS AND GROUNDS**

### **A. LAWN CARE AND PESTICIDE APPLICATIONS**

Our district is maintaining a registry of parents or guardians who would like to receive written notification when any of our schools are to receive a pesticide application. If you would like to be included in this notification, please contact our district office at 815-223-0786.

### **B. ASBESTOS NOTIFICATION**

Asbestos inspections have been completed in all schools within the district. Additional information may be requested from the office of the Superintendent. The inspection/management plan is available for your review during the hours of 8:00 a.m. and 4:00 p.m. in the office of the Superintendent.

The inspection was prepared in accordance with Part III United States Environmental Protection Agency 40 CFR part 763: Asbestos Containing Material in Schools and the New Three Year Re-Inspection outlines in Asbestos Hazard Emergency Response Act (AHERA) regulation for re-inspection.

### **C. INTEGRATED PEST MANAGEMENT**

Integrated Pest Management (IPM) in schools involves the cooperation between school staff and pest control personnel or other specialists to use a variety of non-chemical methods as well as pesticides, when needed, to reduce pest infestations to acceptable levels and to minimize children's exposure to pesticides. As defined by the Structural Pest Control Act (225 ILCS 235/3.24), IPM is a pest management system that includes the following elements whenever possible:

- Identifying pests and their natural enemies;
- Establishing an ongoing monitoring
- Determining the pest population levels that can be tolerated on aesthetic, economic and health concerns, and setting action thresholds where pest populations or environmental conditions warrant remedial actions;
- Preventing pest problems through improved sanitation, management of waste, addition of physical barrier, and the modification of habitats that attract or harbor pests;
- Reliance to the greatest extent possible on nontoxic, biological, cultural or mechanical pest management methods, or on the use of natural control agents;
- When necessary the use of chemical pesticides, with preference for products that are the least harmful to human health and the environment; and
- Record keeping and reporting of pest populations, surveillance techniques and remedial actions taken.



### XIII. PARENT RESOURCES

<http://www.lasalleschools.net> **LaSalle Elementary District 122** website containing school information.

<http://www.isp.state.il.us/sor> The **Illinois State Police** website that houses the names, addresses, and other information on registered sex offenders. Please consider this formal notification that this information is available to monitor the location of sex offenders in LaSalle, or any location in Illinois. A second website with similar information is [www.familywatchdog.us](http://www.familywatchdog.us).

<http://www.aap.org> The **American Academy of Pediatrics** is dedicated to the health of all children and to the attainment of optimal physical, mental, and social health and well being of children.

<http://www.efw.tufts.edu> The **Child and Family WebGuide** describes and evaluates Websites that contain research-based information about child development.

<http://www.childrenslit.com> The **Children's Literature** website offers information on authors and illustrators, recommended books by theme, book award winners, etc.

<http://circleofinclusion.org> The **Circle of Inclusion** website is for early childhood service providers and families of young children. This Website offers demonstrations of and information about the effective practices of inclusive educational programs.

<http://www.iamyourchild.org> The **I Am Your Child** site is a national public awareness and engagement campaign designed to make early childhood development a top priority of our nation.

<http://www.state.il.us/agency/dhs/earlyint/earlyint.html> The **Illinois Department of Human Services Early Intervention** site contains information for parents and service providers, including Child and Family Connections contacts.

<http://www.illinoisearlylearning.org> The **Illinois Early Learning Website** provides evidence-based, reliable information for parents, caregivers, and teachers of young children in Illinois.

<http://www.isbe.net> The **Illinois State Board of Education** website provides information on all aspects of education and services for children in Illinois.

<http://www.naeyc.org> The **National Association for the Education of Young Children** works to consolidate the efforts of individuals and groups working to achieve healthy development and constructive education for all children.

<http://www.pbisillinois.org> The **Positive Behavior Interventions and Support** website provides information and resources to support the PBIS system.

<http://www.readingrockets.org> The **Reading Rockets**, "launches young readers," contains resources, book lists, and tips on early reading.

<http://www.ed.gov/ESSA> The **U.S. Department of Education Every Student Succeeds Act**.

