

**2023-2024**  
**ARGENTA-OREANA ELEMENTARY SCHOOL**  
**STUDENT/PARENT HANDBOOK**

**K-5**



400 WEST SOUTH STREET OREANA, IL 62554

PHONE: 217-468-2412

FAX: 217-468-2403

[www.argenta-oreana.org](http://www.argenta-oreana.org)

# 2023-2024

## ARGENTA-OREANA ELEMENTARY SCHOOL

400 W. South Street  
Oreana, IL 62554



We are confident that you will find our school to have an excellent faculty who are dedicated to providing the best education possible for all students. However, teachers cannot do the job alone. In order to help your children develop their potential, teachers and children need the support of all parent(s)/guardian(s). This handbook was written to help parent(s)/guardian(s) and students understand the basic rules and procedures for the Argenta-Oreana Elementary School.

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**Website:** [www.argenta-oreana.org](http://www.argenta-oreana.org)

**Facebook:** [www.facebook.com/argentaoreanaelementary](https://www.facebook.com/argentaoreanaelementary)

**District Office:** 217-795-2313

### **VISION STATEMENT**

*To demonstrate pride, lifelong learning and academic excellence throughout the community*

### **MISSION STATEMENT**

*Inspire Success While Building Dreams*

### **BOMBER CODE OF RESPECT**

*I will be responsible for my own actions,  
be kind to others,  
help keep our school safe,  
have pride in my actions and  
encourage others so that we can  
all work together to follow the AO Bomber Code of Respect.*

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# AOES BEHAVIOR EXPECTATIONS

**In the classrooms, in the cafeteria, in the hallways, on the playground, during assemblies, on the bus, and in the restrooms, students are expected to be . . .**

<b>Respectful</b>	<ul style="list-style-type: none"><li>● <b>Use kind words</b></li><li>● <b>Wait your turn</b></li><li>● <b>Let others learn</b></li></ul>
<b>Responsible</b>	<ul style="list-style-type: none"><li>● <b>Stay on task</b></li><li>● <b>Be responsible with materials</b></li><li>● <b>Be your best</b></li></ul>
<b>Safe</b>	<ul style="list-style-type: none"><li>● <b>Follow directions</b></li><li>● <b>Keep your body to yourself</b></li><li>● <b>Walk quietly</b></li></ul>

**ARGENTA-OREANA CUSD #1**  
**2023-2024 SCHOOL YEAR**  
**CALENDAR FOR A-O COMMUNITY**

- August 2 New Student Residency Verification by Appointment Only  
7:30 a.m.-3:30 p.m. (ES)
- August 3 Student registration  
10:00 a.m.-6:00 p.m. (ES)  
10:00 a.m.-6:00 p.m. (MS)  
10:00 a.m.-6:00 p.m. (HS)
- August 14 Teacher Institute (No student attendance)  
School Board Meeting 6:00 p.m. (MS/HS Library)
- August 15 Teacher Institute (No student attendance)  
Open House 5:00 p.m.-7:00 p.m. (ES)  
Open House 5:30 p.m.-7:30 p.m. (MS/HS)  
“Welcome Freshmen & New Students” 5:30 p.m. (HS)
- August 16 First Day of Student Attendance (2:00 dismissal at ES; 2:15 at MS/HS)
- September 4 Holiday (Labor Day; No student attendance)
- September 11 School Board Meeting 6:00 p.m. (MS/HS Library)
- September 13 First Quarter Midterm (ES/MS/HS)
- September 18 School Improvement Day (No student attendance)
- October 2-6 Homecoming Week
- October 6 Early Dismissal (2:00 at ES; 2:15 at MS/HS)  
Homecoming Parade 4:30 p.m.  
Homecoming Game 7:00 p.m.
- October 9 Holiday (Columbus Day; No student attendance)
- October 10 School Board Meeting 6:00 p.m. (MS/HS Library)
- October 13 End of First Quarter (ES/MS/HS)
- October 24 Early Dismissal (2:00 at ES; 2:15 at MS/HS)  
Parent/Teacher Conference 4:00 p.m.-7:00 p.m. (ES/MS/HS)
- October 26 Early Dismissal (2:00 at ES; 2:15 at MS/HS)  
Parent/Teacher Conference 4:00 p.m.-7:00 p.m. (ES/MS/HS)
- November 6 No School (No student attendance)
- November 10 Veterans Day Assemblies in AOHS Kimler Gym (ES/MS/HS)  
The (MS/HS) assembly will occur at 8:20 a.m.  
The (ES) assembly will occur at 9:30 a.m.  
Early Dismissal (2:00 at ES; 2:15 at MS/HS)

November 13 School Board Meeting 6:00 p.m. (MS/HS Library)

November 15 Second Quarter Midterm (ES/MS/HS)

November 21 Early Dismissal (2:00 at ES; 2:15 at MS/HS)

November 22-24 Holiday (Thanksgiving; No student attendance)

December 11 School Board Meeting 6:00 p.m. (MS/HS Library)

December 21 End of Second Quarter (ES/MS/HS)  
Early Dismissal (2:00 at ES; 2:15 at MS/HS)

December 22 Teacher Institute (No student attendance)

December 25-29 No School-Winter Break (No student attendance)

January 1-5 January 8 School Improvement Day (No student attendance)  
School Board Meeting 6:00 p.m. (MS/HS Library)

January 15 Holiday (Dr. M.L. King's Birthday; No student attendance)

February 7 Third Quarter Midterm (ES/MS/HS)

February 12 School Board Meeting 6:00 p.m. (MS/HS Library)

February 19 No School (President's Day-No student attendance)

February 27 Early Dismissal (2:00 at ES; 2:15 at MS/HS)  
Parent/Teacher Conference 4:00 p.m.-7:00 p.m. (ES/MS/HS)

February 29 Early Dismissal (2:00 at ES; 2:15 at MS/HS)  
Parent/Teacher Conference 4:00 p.m.-7:00 p.m. (ES/MS/HS)

March 8 End of Third Quarter (ES/MS/HS)

March 11 School Board Meeting 6:00 p.m. (MS/HS Library)

March 21 Early Dismissal (2:00 at ES; 2:15 at MS/HS)

March 22 School Improvement Day (No student attendance)

March 25-29 No School-Spring Break (No student attendance)

March 31 Easter

April 1 No School (No student attendance)

April 8 School Board Meeting 6:00 p.m. (MS/HS Library)

April 17 Fourth Quarter Midterm (ES/MS/HS)

May 13 School Board Meeting 6:00 p.m. (MS/HS Library)

May 20 End of Fourth Quarter (ES/MS/HS)

\*\* Last Student Attendance Day (2:00 dismissal at ES; 2:15 at MS/HS) \*\*

May 21 Teacher Institute (No student attendance)\*\*

May 23 MS Promotion 6:00 p.m. in AOHS Kimler Gym

May 24 HS Graduation 6:00 p.m. in AOHS Kimler Gym

May 27 Holiday (Memorial Day; No student attendance)

**Descriptors** ES-Elementary School MS-Middle School HS-High School

Note: Homecoming is subject to change.

\*\*These dates are tentative depending on the use of emergency days. If all five emergency days are expended, the last day of student attendance will be May 28, 2024; the final teacher institute would occur on May 29, 2024. **If emergency days are used, graduation dates WILL NOT change.**

Updated: 5/10/23

## ARGENTA-OREANA ELEMENTARY STAFF

Mr.	Damian	Jones	djones@argenta-oreana.org	Superintendent
Mrs.	Jacquelynn	Rose	jrose@argenta-oreana.org	Principal
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Mrs.	Nikki	Manning	nmanning@argenta-oreana.org	4th Grade
Ms.	Meghan	Durst	mdurst@argenta-oreana.org	5th Grade
Miss	Lorilynn	Pumphrey	lpumphrey@argenta-oreana.org	5th Grade
Ms.	Andrea	Trusner	atrusner@argenta-oreana.org	5th Grade
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Ms.	Chevauna	Adams	cadams@argenta-oreana.org	Band
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Mrs.	Wendy	Sparks	wsparks@argenta-oreana.org	Art
Mrs.	Audra	White	awhite@argenta-oreana.org	Title I
Mr.	Eric	Burcham	eburcham@argenta-oreana.org	Technology Assistant
Miss	Sydney	Reutzel	sreutzel@argenta-oreana.org	Special Education- Cross Cat
Mrs.	Kelly	Allen-Smith	kallensmith@argenta-oreana.org	Special Education- Cross Cat
Mrs.	Tanya	Dahl	tdahl@argenta-oreana.org	Special Education- Cross Cat



## **School Operations During a Pandemic or Other Health Emergency**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## **PREAMBLE**

The administration and staff shall enforce the Rules and Policies contained herein. Supplemental rules may be implemented when situations arise that are not covered by the present student handbook. The provisions of this handbook are not to be considered an irrevocable contractual commitment between child and school. Rather, the provisions reflect the status of the rules, practices, and procedures as current and are subject to change.

## **ACCELERATED PLACEMENT PROGRAM**

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP 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 and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement. Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; and (b) be provided in multiple languages, as appropriate.

## **ALTERNATIVE AFTER SCHOOL ARRANGEMENTS**

If there is a change in your child's regular bus routine, such as you, another family member, or a friend picking up your child, you should do one of the following:

- Write a note to the office regarding the change
- Call the office prior to 1:00 P.M. explaining the change

Unless we have a note or receive a phone call from home telling us of a change, your child WILL be placed on the assigned bus that is his/her usual routine.

## **ANNUAL REPORT CARD**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website.

## **APPTEGY/THRILLSHARE**

Argenta-Oreana CUSD #1 utilizes the Apptegy/Thrillshare Notification Service to send a recorded telephone message to parent(s)/guardian(s) to provide important information regarding school events and/or emergencies. The successful delivery of information is dependent upon accurate contact information for each student. Periodically check with the office to be sure your home telephone number, cell phone number(s), emergency contact number(s), and where your child is to go in case of early dismissal are accurate.

## ARTIFICIAL INTELLIGENCE

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

## ASBESTOS MANAGEMENT PLAN

To: Parent(s)/guardian(s) and Staff  
From: Argenta-Oreana CUSD #1 District Office  
Re: Annual Asbestos Management Plan Notice

This is to inform you of the status of Argenta-Oreana CUSD #1 schools' Asbestos Management Plan(s). As required, all buildings in our school district were initially inspected for asbestos in August, 1988.

The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. The inspection/management plan is available for public review in the following school offices:

A-O Elementary School	A-O Middle School	A-O High School
400 W. South Street	200 E. East Street	500 N. Main Street
Oreana, IL 62554	Argenta, IL 62501	Argenta, IL 62501

Should you have any questions, please contact a District Administrator at any of the above locations.

## ATTENDANCE

The regular school day is 8:10 a.m. – 2:49 p.m. Monday through Friday.

- Students are not allowed in the building prior to 7:45 a.m.
- Students are expected to leave immediately after dismissal unless they are involved in an after-school program or late stay.

Illinois Law requires that whoever has custody or control of any child between six (by September 1) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that child attends school during the entire time school is in session.

Kindergarten and first grade students must be present at school for 120 minutes to count for a half day or 240 minutes to count for a full day of attendance. Second through fifth grade students must be present at school for 150 minutes to count for a half day or 300 minutes to count for a full day of attendance. Lunch hours and recesses do not count in the tally of minutes. A student will be excused from classes by the principal only for student illness, death in the family, funeral (at the request of a parent/guardian) or educational trip. To help us verify absences, parent(s)/guardian(s) are asked to telephone the school office prior to 9:30 AM. If we are not notified of the child's absence, the school will attempt to contact parent(s)/guardian(s).

Students must attend at least half day of school to participate in after school activities and functions within the school district, unless prior approval is arranged with the principal.

- After 9 days of unexcused absences, the office is required by law to report this information to the Regional

Superintendent's Office. After 9 days of unexcused absences, students/parent(s)/guardian(s) can be reported to the State's Attorney's Office for a truancy hearing.

- For this purpose, "absences" include all absences, whether excused or not excused.
- Exceptions will be made for absences explained as necessary in a doctor's statement or by health conditions determined in a doctor's statement including hospitalization, allergies, asthma, or other health reasons.

"Valid cause" for absences shall be illness, observance of a religious holiday, death in the immediate family, family emergencies, and other situations beyond the control of the student as determined by the principal. Other circumstances which cause reasonable concern for the safety or health of the student may also constitute a valid cause.

Excessive absences and tardies will be reported to the Truancy Officer.

Regular daily attendance is beneficial to your child. The amount of state money received by our district is based on daily attendance figures. When a student arrives late to school please abide by the following directions:

- students and/or the parents/guardians must sign the student into the office
- all students must receive a pass from the office prior to going to class

### **ABSENCES**

When a student is absent from school, please call the school and leave a message on the voicemail or with a secretary and provide the following information:

- the student's name and homeroom teacher
- the reason for the absence

It is required that a parent or guardian call the school no later than 9:30 A.M.

- Main Office: 217-468-2412

If no call is received, your home or place of employment will be contacted to inquire about the absence.

If we are unable to reach a parent or guardian, it may be considered an unexcused absence.

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, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school, there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending military honors funeral to sound TAPS, to attend a Civic Event, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework

and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

In the event of any absence, the student's parent/guardian is required to call the school at 217-468-2412 before 8:00 am to explain the reason for absence. If a call has not been made to the school by 10:00 am on the day of the student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

#### Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

#### **MAKE UP WORK / PRE-ARRANGED ABSENCES**

If a student is absent for one day, it is not necessary to request assignments. However, for longer absences, please call the office before 9:30 A.M. so the teacher can have assignments ready to go home by the end of the school day. If the assignments have not been requested, it is the student's and/or parent/guardian's responsibility to request assignments upon his/her return to school. With parent(s)/guardian(s) permission and teacher approval, assignments may be sent home with another student. For chronic absences, doctor's excuses may be required.

Two days are given for each day missed in order to make up work. For example, if a student is absent one day, the assignments are due in class on the third school day. A maximum of ten school days will be allowed for lengthy absences with all assignments due on the eleventh school day, unless special circumstances warrant an extension.

It is the student's responsibility to make up work that is missed whether pre-arranged or not.

For pre-arranged absences, a written request for assignments should be submitted one week prior to a planned absence (Ex: planned vacation). Assignments received in advance for a planned absence must be completed the day the student returns from the pre-arranged absence. If work is not completed, when requested, credit for that work may be denied.

## **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without a valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **BEHAVIOR GUIDELINES**

The following disciplinary guide has been developed to inform you of the procedures used at Argenta-Oreana Elementary School when appropriate in cases of misbehavior, infractions of school rules and regulations, etc. While it is impossible to list every type of situation, the following information serves as a guide. If an incident occurs that is not included in this handbook, or if extenuating circumstances make the recommended consequences for a specific offense inappropriate, the Principal or district administrator will determine the appropriate action to be taken. If the number of offenses exceed those listed in this handbook, the administration shall either respect the last designated disciplinary action, or proceed to the next logical and appropriate disciplinary action. These offenses accumulate for the entire school year.

### **Prohibited Student Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
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, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is 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 or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - 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 that is not prohibited by this policy, but one:
  - (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance or other substance that is prohibited by this policy.
- 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.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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 have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless:
  - (a) the supervising teacher grants permission;
  - (b) use of the device is provided in a student's individualized education program (IEP);
  - (c) it is used during the student's lunch period; or
  - (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. 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.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. 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.
16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.
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 studied 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.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, 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, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports 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.

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.

#### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also 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;
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; or
5. During periods of remote learning.

#### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:



1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

#### **Isolated Time Out, Time Out and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

#### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include 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 Prohibition**

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 shall be expelled for a period of not less than one year but not more than 2 calendar years:

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 shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as

defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(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 alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

**Gang & Gang Activity Prohibited**

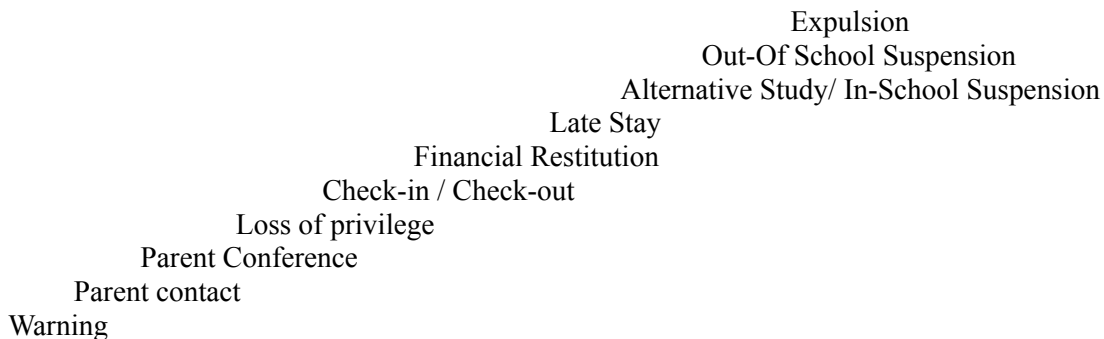
"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, 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 non-verbal 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.

**Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

**RANGE OF ADMINISTRATION CONSEQUENCES**

This is a chart displaying the range of consequences for misbehavior. It begins at the lower left with the least severe consequences and climbs to the right ending with expulsion. The chart does not display a required sequence of disciplinary action.



Parent notification may occur at all levels in the "Range of Administrative Discipline Consequences", but will occur from the "Parent Contact" through "Expulsion" levels.

**Consequences are developed to accomplish the following:**

- To stop misbehavior
- To help a student recognize that he/she can do things differently
- To help a student understand what is beyond his or her control
- To help a student learn to deal with things he/she cannot change in a more cooperative manner

The following lists of consequences are in use in the Argenta-Oreana Elementary School. These consequences will be applied on an individual basis as appropriate for the severity and/or frequency of the infraction in question.

- **LOSS OF PRIVILEGE:** Student(s) may lose a privilege/reward or extra classroom privilege. Students who do not participate in the PBIS party will write a reflection relating to behavioral choices and discuss how to make more appropriate ones.
- **LUNCH/RECESS DETENTIONS:** Students may be assigned a lunch detention to be served during their lunch period. Students will be required to sit quietly and eat their lunch.
- **PARENT CONFERENCES:** Parent(s)/guardian(s) may be required to accompany their child through a school day to monitor and observe his or her behavior. Parent(s)/guardian(s) may be required to confer with school staff to concentrate efforts to assist a chronically misbehaving student.
- **ALTERNATIVE STUDY/IN-SCHOOL SUSPENSION:** Students may be assigned an alternative study as a penalty for misbehavior. When assigned an alternative study, a student will not be allowed to attend regular classes. Students will receive assignments from their teachers.
- **OUT-OF-SCHOOL-SUSPENSION:** Students may be assigned an out-of school-suspension as a penalty in discipline situations that occurred while attending school or participating in an activity sponsored by the school. Students assigned out-of-school-suspension are not allowed to attend any school functions during the assigned period of suspension. All incidents of out-of-school-suspensions will be reported in writing to the Superintendent.
- **EXPULSION:** Students who continue to abuse school policies or commit serious offenses will be brought before the A-O Board of Education for a hearing for possible expulsion from school. This does not apply to Pre-Kindergarten students.
- **DUE PROCESS:** If parent(s)/guardian(s) or students so elect, you may request the Board of Education to review your child's suspension. At such suspension review hearing your child may be represented by an attorney or other representative at his/her expense and may present evidence and or call witnesses in his/her defense. Parent(s)/guardian(s) need to notify the superintendent if they intend to exercise such right to a suspension review.

The school has professional staff that is available to help parent(s)/guardian(s) and teachers positively motivate chronically misbehaving students. These personnel may be asked to confer with parent(s)/guardian(s) and staff to help build a positive and cooperative behavior plan to improve the student's school performance.

The staff at Argenta-Oreana is determined to provide a safe and orderly classroom environment where all students have an equal opportunity to fulfill their potential to become responsible and productive citizens. It is becoming increasingly clear that a comprehensive education for all students will be critically important for our nation's future. It is equally clear that parent(s)/guardian(s) and teachers must cooperate in their efforts to accomplish this goal.

We must start by making sure as much of the school day as possible is used for learning. Time taken away from teaching to correct misbehavior must be effective so that more time is available for education and the recurrence of misbehavior is reduced.

## **ACTS OF MISBEHAVIOR**

### Level I Acts of Misbehavior

- Level I acts of misbehavior are minor acts, which impede the orderly operation of the classroom, school, and/or bus. Such misbehavior can usually be handled by the individual staff member, but sometimes requires the intervention of the administration. Level I misbehaviors may include, but are not limited to, the following:
  - Being unprepared for class
  - Classroom disruptions
  - Dishonesty
  - Failure to follow directions
  - Inappropriate displays of affection
  - Inappropriate attire
  - Bus Warning / Safety Note
  - Other minor behaviors as stipulated in the approved classroom management plan.

### Level II Acts of Misbehavior

- Level II acts of misbehavior are acts whose frequency or seriousness tend to be a disruption to the educational process. Those infractions, which can result from the continuation of Level I misbehaviors, require a stronger corrective action at the discretion of the administration. These may include, but are not limited to, the following:

Acceptable use policy violation	Forgery
Bus misconduct	Insubordination
Cell phone / Electronic device	Misbehavior / Horseplay
Cheating	Obscene language / Profanity
Dishonesty	Taking property from others
Disobedience	Verbal confrontation with no physical contact
Disrespect / Backtalk	Other

### Level III Acts of Misbehavior

- Level III acts of misbehavior are directed against persons or property, and may endanger the health and safety of others in school. Level III acts of misbehavior will be dealt with by the administration and the school will determine the corrective measures by the extent of the resources available for the remediation of the situation in the best interest of all students. These acts may involve the intervention of law enforcement authorities and actions by the Board of Education. These may include, but are not limited to the following:

Continuation of unmodified Level I or Level II Acts of Misbehavior

Abuse

Assault of school employee

Battery against another student or staff member

Bullying / Verbal abuse

Direct threats toward another student or staff member

Excessive misbehavior

Fighting

Gang related activities or involvement

Gross bus misconduct

Gross disrespect

Gross insubordination

Gross misbehavior

Implied threats

Look-a-like weapon / firearm

Physical confrontation

Possession/ use of weapons/ explosive devices

Sending, receiving or possessing sexually explicit / inappropriate pictures (sexting)

Theft

Vandalism against school staff and their property

Vandalism of school property

Verbal harassment

Using, possessing, being under the influence of, distributing, purchasing, or selling drugs, look alike drugs, prescription medicine, drug paraphernalia, and or lighters

Using, possessing, being under the influence of, distributing, purchasing, or selling alcoholic beverages

Using, possessing, distributing, purchasing, or selling tobacco materials, e-cigs, or vape pens

Other

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Discipline of Special Education Students**

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. 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.

### **Isolated Time Out, Time Out, and Physical Restraint**

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **BIRTH CERTIFICATE**

A certified copy of a student's birth certificate must be provided within 30 days of enrollment. If the parent(s)/guardian(s) fails to provide a certified birth certificate the school must immediately notify the Illinois State Police or local law enforcement agency. *325 ILCS 50/5, 325 ILCS 55/5*

### **BIRTHDAY INVITATIONS**

Birthday invitations will not be distributed at school unless they are given to every student in the classroom. Adults cannot come to school to pass them out to individual students or place them in student's book bag or materials. Additionally, the school will not provide addresses or phone numbers of other students.

### **BREAKFAST AND LUNCH**

The cafeteria is available for those students desiring to purchase breakfast or a hot lunch and for those bringing a sack lunch. Students are expected to follow common rules of good manners and courtesy while in the cafeteria. Those not following these rules will be asked to eat elsewhere. **Students should not arrive before 7:45 for breakfast.**

Meal Prices:	Breakfast \$1.65	Lunch \$2.75
	Milk is only \$0.35 per carton	

Free or reduced lunch prices for students are available upon completion of the required forms and verification from the superintendent's office. If your child forgets to bring lunch money or a sack lunch, he/she may charge a hot lunch. Soda should not be packed in a student's sack lunch. Children may visit with their friends during lunch time in a quiet, friendly manner while following the building and lunchroom expectations. Students are to remain in their seats and raise their hand if they need help. Children are dismissed for recess by the lunchroom supervisor. Before going outside, children are responsible for checking that the table is clear of paper, silverware, and food. Appropriate clothing should be worn for the day as children will go outside for recess.

### **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, & 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 and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, 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.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. All school staff are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Complaint Manager:

Jacquelynn Rose  
400 W. South Street, Oreana, IL 62554  
217-468-2412, [jrose@argenta-oreana.org](mailto:jrose@argenta-oreana.org)

### **CARE OF BUILDING**

Our schools have excellent facilities and it is expected that students cooperate with everyone to keep them that way. Pride should be taken in the buildings and grounds. All members of the school community should make an effort to pick up waste, paper, etc.

### **CLOSED CAMPUS**

Each school has a closed campus for all students. Students will remain on school grounds over the lunch hour unless picked up by a parent, grandparent, or guardian.

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

- Phone number: 217-468-2412
- Fax number: 217-468-2403
- Web site: [argenta-oreana.org](http://argenta-oreana.org)
  - Building Newsletters
  - Early Dismissals Announced via Apptegy
  - Faculty/Staff Email
  - Lunch/Breakfast Menus
  - Facebook

Communication between school and home is vital. We appreciate keeping this line of communication open. A variety of methods are used to communicate with parent(s)/guardian(s).

- Parent(s)/guardian(s) wanting a conference with a teacher should pre-arrange the conference by calling for an appointment.

The telephone is to be used for business only. If a student needs to place a call, he/she may do so with the permission of a teacher or other adult in the office. If it is necessary for a parent(s)/guardian(s) to call, the message will be relayed to the student as soon as possible. No student will be called out of class to talk on the phone, except in an emergency.

**Please make sure the office has your home and work numbers in case your child is sick or injured. We need to be able to reach you.**

### **COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS**

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

### **DOCTOR APPOINTMENTS**

Doctor and dental appointments should be made after school or on Saturdays whenever possible. Please send a note to the teacher explaining that the student will be gone if the appointment is during the school day.

### **EDUCATION OF CHILDREN WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children

between ages 3 and the day before their 22<sup>nd</sup> birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

**A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the elementary school office.**

Students with disabilities who do not qualify for an individual education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the Federal Rehabilitation Act of 1973 if the student has (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For Further information, please contact the Building Principal.

**Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child’s parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

**ELECTRONIC DEVICES**

Students are allowed to bring cell phones and electronic devices to school, but they must be turned off and kept in their backpack or locker during school hours, unless directed otherwise by the classroom teacher. If these guidelines are not followed or a device goes off while in a locker, it may be confiscated and given to the principal.

Smart watches are allowed but should not be used for calls or texting during school hours. Failure to comply may result in loss of privilege to wear the device.

The school is not responsible for damage or loss of device should a student choose to bring one to school.

**EMERGENCY INFORMATION**

In the event of an emergency, students will not be released to parent(s)/guardian(s) and or family friends until the authorities in charge have issued an all clear. Crisis plans are available for inspection in each building’s office. In case of early dismissal, evacuation procedures, or emergency situation our *TeacherEase* system will be used to generate important messages to the phone numbers provided at registration.

In case of extreme weather conditions or other emergencies before or during school hours, turn to local radio stations. In case of extreme weather conditions or other emergencies before or during school hours, turn to the local radio stations and/or the following TV stations or social media:

- |      |          |               |
|------|----------|---------------|
| WAND | WICS     | TWITTER       |
| WCIA | FACEBOOK | AOCUSD #1 APP |

We MUST have a telephone number so that someone may be notified in case of an emergency. If you do not have a telephone, please give us the telephone number of a local relative or family friend. It is very important that the school be kept informed of phone number changes. This is vital for updating our Apptegy Phone System. (Employer, residence, and emergency numbers are preferred)

Fire drills, storm drills, bus evacuation and crisis management drills (ALICE) will be conducted throughout the year as weather permits. Students are expected to file out according to the instructions posted in each room. Our school district participates in the Illinois Tornado Preparedness Drill held each spring.

**ENGLISH LEARNERS**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.



Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee

For questions related to this program or to express input in the school's English Learners program, contact Sean German at Argenta-Oreana High School.

### **EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protections status or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

### **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

Students may be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure.

### **FAITH'S LAW NOTIFICATIONS**

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

### **FIELD TRIPS**

Parent(s)/guardian(s) who attend a field trip as a chaperone are asked not to bring non-school aged siblings on the field trip. If a student is required to leave a field trip early, transportation is the parent / guardian's responsibility and his or her parent(s)/guardian(s) needs to notify the teacher in writing at least 24 hours in advance of the field trip and will be asked to sign the student out from the field trip.

To be eligible for field trips, a student must have all fees paid, be in good academic standing, and not have excessive absences. Students engaging in a pattern of inappropriate or egregious behavior or who are truant may be prohibited from attending.

### **FINES, FEES AND CHARGES: WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
2. The student or the student’s family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children); or
3. The student’s parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District’s decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students’ Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

**GRADES**

These grading standards are adopted by the Argenta-Oreana Community Unit School District #1 School Board of Education.

Kindergarten and 1st Grade

5	Excellent	I get it and can even show you more
4	Proficient	I get it and can do it on my own
3	Developing	I get it but occasionally need help
2	Emerging	I am starting to get it with help
1	Not Progressing	Even with help, I still do not get it
NA	Not Assessed	Not Assessed this Reporting Period

Specialist Scale

E - Exceeds Standards

M - Meets

P - Progressing

NI - Needs Improvement

2nd - 5th Grade Scale

- A - Excellent
- B - Very Good
- C - Average
- D - Below Average
- F - Failing

Report cards are issued at the end of each nine weeks. Parent(s)/guardian(s) should discuss the report card with the child. Report cards envelopes are to be signed by the parent and returned to school empty after the first, second and third quarters. The final report card of the school year will be available to view on TeacherEase. If a student should damage or lose a report card or labeled envelope for the report card, he/she will need to pay the cost of the repairs or replacement.

Some students are provided remediation with reading skills. These modifications allow students more individualized instruction. We provide interventions to students who are at risk for academic problems. This process is called RtI. It is designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an RtI process is used by school personnel and parent(s)/guardian(s) to adapt instruction and to make decisions regarding the student's educational program (see page 31).

If a student appears to have special needs, the parent, Student Success Team, or classroom teacher may recommend he/she be referred for additional evaluation. The Macon/Piatt county special education office will assist in providing assessment services when deemed necessary.

### **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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, physician assistant, or licensed advanced practice nurse 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.

For information on home or hospital instruction, contact: Mrs. Amanda Ryder, Principal.

### **INSURANCE**

Students at A-O CUSD #1 may participate in the Student Insurance Plan. This plan covers the student at school, to and from school, and at school-sponsored activities. The student defrays the cost of insurance. Please help us by being sure your child has reported to the office any injury occurring at school. Families may also enroll children age 18 or younger in the State of Illinois *All Kids* complete health care program. More information is available at 1-866-ALL- KIDS or [www.allkids.com](http://www.allkids.com).

### **LAW ENFORCEMENT AND OFFICIALS**

The principal shall cooperate with law enforcement officials in the following ways:

1. If the law enforcement official has a warrant for the arrest of a student, the school official shall:
  - a. Honor the warrant
  - b. Make an attempt to contact the parent(s)/guardian(s) and inform them of the arrest.
2. If the law enforcement official has no warrant, but wishes to interrogate the students, the school official shall:
  - a. Notify the parent(s)/guardian(s) and request their presence and obtain their permission to interrogate the student.

- b. If the parent(s)/guardian(s) are unable to be present or cannot be contacted, then the school official should be present.
- c. If the school official is present, he should be sure the student is aware of his/her rights and that the student understands those rights, which are:
  - i. Entitlement to be advised that he need not make any statement and if he does, it may be used against him.
  - ii. Entitlement to right to counsel. If he cannot afford an attorney, one will be supplied to him.
  - iii. The law enforcement official will be shown this portion of our policy statement by the building Principal when a request for assistance is made.

### **LEAVING SCHOOL DURING SCHOOL DAY**

The individual picking the student up is required to sign the student out in the office prior to exiting the building. Students becoming ill during the day must come to the office. The office will then contact the parent before the student can leave school. If someone other than a parent or guardian is picking up the child, identification may be required.

### **LOCKERS AND LOCKS/FOOD DRINKS**

ILLINOIS SCHOOL CODE 105.10/22.6 SEC. E states: "To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or consent of the student, and without a search warrant."

Lockers are school property, and therefore, may be examined at any time by authorized personnel. The student is responsible for everything in the locker. The school is not responsible for the contents of the locker. Students shall have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

Students are not allowed to go to their lockers before the school day. Before school students are to report to the cafeteria or Bomber Gym/Small Gym.

Students should keep lockers neat and organized to avoid littering the hallway and to facilitate getting to class on time. Padlocks of any kind are prohibited for use on the lockers.

Leaving valuables or money in lockers is discouraged. The school district assumes no responsibility for lost or stolen property.

### **LOST & FOUND**

Articles that are found should be turned in to a staff member. These articles may be reclaimed from the office. Please put your child's name in their clothing, book bags, lunchboxes, etc. to help minimize the number of items that go unclaimed. Items left unclaimed at the end of the school year will be donated.

### **STUDENT MEDICATION**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to 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 procedure.

### **Self-Administration of Medication**

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. 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 injector, asthma medication, and/or a medication required under a qualifying plan.

### **Administration of Medical Cannabis**

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **Emergency Aid to Students**

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

## **STUDENT MEDICAL AUTHORIZATION FORM**

Students required to take prescription and non-prescription medication will be required to have parent(s) / guardian(s) complete the required form every school year that is available in the high school office. Appropriate forms are available directly from the doctor as well.

### **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS:**

Parent(s)/guardian(s) must present proof of their child's physical examinations and immunizations as required by the State of Illinois and the school district. Physical examinations must be recorded on the State of Illinois Certificate of Child Health Examination form. *Parent(s)/guardian(s) must complete and sign the Health History section on the upper, back portion of this form in order for exam to be in compliance.* An age appropriate developmental screening

and age appropriate social and emotional screening are required parts of each health exam. Examinations and any required immunization against preventable communicable diseases must be conducted within one year prior to the date of first entry into the following grades:

- Pre-kindergarten
- Kindergarten
- Sixth Grade
- Ninth Grade
- Any school within our district

Failure to comply with the above requirements **by the first day of the current school year** or within the required compliance period following new enrollment into the district will result in the student's exclusion from school until the required health documentation is submitted.

### DENTAL EXAMINATIONS

Parent(s)/guardian(s) must present proof of their child's dental examination as required by the state of Illinois. The dental exam report must be completed and signed by examining dentist within 18 months prior to May 15<sup>th</sup> of the current school year for students into the following grades:

- Kindergarten
- Second Grade
- Sixth Grade

### EYE EXAMINATIONS

Parent(s)/guardian(s) must present proof of their child's eye examination as required by the state of Illinois within one year prior to their child's entry into kindergarten or upon first entry into an Illinois school beyond kindergarten (grades 1-12). Eye exams must be performed by a licensed optometrist or medical doctor who performs eye examinations, be recorded on the State of Illinois Eye Examination Report, signed by the examining doctor, and submitted by the first day of school of the current school year.

EYE AND DENTAL EXAM WAIVER forms are available to families who meet the Illinois State Board of Education criteria for undue financial burden. Failure to comply with eye and dental exam requirements could result in withholding of the child's report card until required documentation is submitted.

### VISION AND HEARING SCREENINGS

Vision and hearing screenings are mandated by the State of Illinois. *Vision and hearing screenings are not substitutes for complete vision and hearing examinations by a doctor.* These screenings are not optional. Only children who have on file a school record of a vision and/or hearing examination performed by a doctor within 12 months of the current school year will be exempt from vision and/or hearing screenings.

#### HEARING SCREENING required:

- Pre-School
- Kindergarten
- First Grade
- Second Grade
- Third Grade
- Students in special education
- New and transfer students

#### VISION SCREENING required:

- Pre-School
- Kindergarten
- Second Grade
- Eighth Grade
- Special education
- New/Transfer
- Teacher referrals

In the case of **MEDICAL OR RELIGIOUS EXEMPTION** for any of the previous health requirements, documentation must be provided to the school in accordance with state guidelines. Both medical and religious exemptions require the signature of a medical doctor.

### HEAD LICE

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.

3. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when a parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to the school to be checked for head lice.

## **STUDENT HEALTH SERVICES**

SCHOOL NURSE: Our district employs a school nurse. If you wish to speak to her, call your school's office and you will be assisted in locating her.

HEALTH ISSUES: It is essential that your school knows of any significant health issues that your child deals with (i.e., ADHD, asthma, diabetes, seizures, ALL allergies, etc.). Each student is required to have an updated health history form at registration each year.

FOOD ALLERGIES: If your child has a food allergy and eats school prepared breakfasts and/or lunches, a signed written order must be submitted from your doctor stating the food allergy *AND* any required substitutions in order for the school to provide the substitution. If your child has a life-threatening allergy, please notify the office.

### PREVENTION OF ANAPHYLAXIS:

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

SCHOOL INJURIES: If a minor injury occurs at school, first aid is provided. Every attempt is made to notify a parent or guardian if the injury appears to be more serious.

FEMININE PRODUCTS: By law, feminine products are available for free in the nurse's office, should a need arise.

ASTHMA: A child diagnosed with asthma must turn in an Asthma Action Plan. An IDPH Asthma Action Plan will be made available under Student Health Services on our website.

CARE OF STUDENTS WITH DIABETES: If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetic Medical Management Plan (DMMP) must be submitted to the school principal. Parent(s)/guardian(s) are responsible for the following:

- Inform the school in a timely manner of any change which needs to be made to the DMMP on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the DMMP
- Grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instructions are included in the DMMP.

## **REQUIRED SCHOOL EXCLUSIONS**

There are a number of childhood conditions for which a child must be excluded from school. **PLEASE NOTE: for all of the following listed, your child needs a doctor's note stating the date that he/she is no longer contagious and may return to school.** Included are the following:

- COMMUNICABLE DISEASES including chicken pox, strep throat, scarlet fever, encephalitis, measles, mumps, rubella, pertussis (whooping cough), salmonellosis, and shigellosis. *It is required that these be reported to your child's school.*
- UNEXPLAINED RASHES OR SORES
- CONJUNCTIVITIS (pink eye) or *suspected* conjunctivitis
- IMPETIGO or *suspected* impetigo
- RINGWORM or *suspected* ringworm

- LICE OR NITS (eggs) in the hair

\*NOTE: YOUR CHILD MUST BE EXCLUDED FROM SCHOOL UNTIL HAIR IS CLEARED OF ALL LICE AND NITS.

Additionally, when lice and/or nits are detected, parent(s)/guardian(s) will be notified to provide prompt transportation home; children with head lice are not allowed to ride the school bus. Families of students with head lice are provided with information about head lice and directions for elimination from hair and home. With prompt and diligent treatment, children can return to school in 1-2 days. The District's policy is that children must be totally nit free in order to return to school. Absences beyond 2 days for head lice will be considered unexcused. Suspected truancy related to lice is investigated promptly and managed by the school discipline policy. Prior to readmission to school, students must be re-screened by the nurse. \*STUDENTS MUST BE BROUGHT TO SCHOOL BY A PARENT/GUARDIAN\*. If lice or nits are detected during the re-screening, parent(s)/guardian(s) must transport the student home and continue to clean the hair. FAMILIES ARE STRONGLY ENCOURAGED TO ROUTINELY (WEEKLY) CHECK THEIR CHILDREN'S HAIR FOR LICE AND NITS TO AID IN EARLY DETECTION AND TREATMENT!

### **STUDENT ILLNESSES**

Parent(s)/guardian(s) are often faced with children complaining of not feeling well on school days. The right decision must be made as to whether the child is really sick and should be kept home or if the complaint is minor and the child should go to school. The following information is not intended as medical advice, but is designed to provide guidelines to follow until your doctor can be contacted. Be sure to contact your doctor without delay when your child is sick.

- FEVER: Fever is a warning that all is not right with the body. Check for fever with a thermometer. District policy states that a child should NOT be sent to school with a temperature of *100.4 degrees or above*. Your child should be fever-free without the use of medication to reduce the fever (i.e., Tylenol or Ibuprofen) for 24 hours before returning to school.
- COUGH: A child with a harsh, continuous cough belongs at home even if he/she has no fever. Students must have a written note from parent(s)/guardian(s) to use cough drops, *brought from home*, at school. Cough drops may be used at school for only a *specified and limited* length of time. The schools *do not* provide cough drops. Notify your doctor if your child's cough persists.
- SORE THROAT: If your child complains of a sore throat, but has no other symptoms, he/she should go to school. If white spots can be seen in the back of the throat, or if a fever is present, keep your child home and call your doctor.
- RASH: A rash may be one of the first signs of a childhood illness. A rash or "spots" may cover the entire body or may appear in only one area. Do not send a child with a rash to school until your doctor has said it is not contagious.
- STOMACH ACHE/VOMITING/DIARRHEA: Consult your doctor if your child has a stomachache that is persistent or severe enough to limit his/her activity. If vomiting occurs, keep your child home until he/she can keep food down. A child with diarrhea should be kept home until no diarrhea stools occur for 24 hours. Call your doctor if symptoms persist.
- HEADACHE: A child whose only complaint is a headache usually need not be kept home; however, it may be a symptom of another problem. Medication for headache relief should be given before your child leaves for school.
- PINKEYE: If your child has pink eye (conjunctivitis), we will follow the Illinois Department of Public Health guidelines that state students are not to attend school until 24 hours after treatment begins *or after the child is examined by a physician*.

### **MONEY SENT TO SCHOOL**

Money sent to school may be for a variety of reasons such as:

- Lunch money
- Book orders
- Fundraisers

When sending money to school please use a SEALED envelope and do the following:

- Write your child's name on the envelope
- Write the name of your child's teacher on the envelope



- Write the intended use for the money and the amount inside
- Please use separate checks for lunch and academic fees
- Please utilize Teacherease to submit payments electronically and check lunch balances

If you are writing a check for more than one child, indicate on the envelope how the money is to be distributed.

### **NIGHT SCHOOL ACTIVITY**

A student must be present at least one half day on the day of the event in order to be eligible to participate in a nighttime school activity.

### **PARENT(S)/GUARDIAN(S) CONCERNS**

The staff at Argenta-Oreana CUSD #1 encourages open communication between school and home. Parent(s)/guardian(s) who have concerns about a situation at school should communicate those concerns with the child's teacher first. Teachers can be reached by calling the school office or by sending an e-mail to the addresses listed on the school website ([www.argenta-oreana.org](http://www.argenta-oreana.org)). If the situation has not been remedied after speaking and/or conferencing with the teacher, parent(s)/guardian(s) should contact the building principal. If you would like to schedule a meeting to discuss concerns with a teacher and/or the principal, call or e-mail in advance to set up a time to ensure the staff members you wish to meet with are available.

### **PARENT(S)/GUARDIAN(S)/TEACHER CONFERENCES**

Parent/teacher conferences are held at the end of the first nine weeks and again in the spring to allow the teachers to discuss with parent(s)/guardian(s) the academic and social progress of their child. We also encourage parent(s)/guardian(s) to request additional conferences any time during the school year if they so desire.

*According to P.A. 87-1240, parent(s)/guardian(s) and guardians have a legal right to attend conferences or attend classroom activities related to your child and your employer must grant you leave of eight hours per year to do so. Nothing in the Act requires that the leave be paid. Before arranging attendance at a conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the leave. If required by your employer, each building office has necessary verification forms.*

### **PARENTAL/GUARDIAN INVOLVEMENT**

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parent(s)/guardian(s) will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parent(s)/guardian(s) to discuss the success of their child. Parent(s)/guardian(s) are encouraged to inquire about available meeting times, and to work with teachers. Parent(s)/guardian(s) will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which parent(s)/guardian(s) may wish to become involved include:

- P.A.T.T.                      Parent(s)/guardian(s) and Teachers Together
- AOEF                              Argenta-Oreana Education Foundation
- Booster Club                      Argenta-Oreana Sports Boosters

The school provides parent(s)/guardian(s) with access to the following:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other parent(s)/ guardians, and participate as appropriate in decisions relating to the education of their children if such parent(s)/guardian(s) so desire; and
- (d) timely responses to suggestions.

Everyone is responsible for the success of the students in the school. While the school provides the best education we can, it is critical to the success of students that parent(s)/guardian(s) assist us in meeting the goals of education set forth by the state and federal government and ourselves.

In order to better assist in educating the students, we need the help of all parent(s)/guardian(s). We ask that you help us educate children by monitoring attendance, homework completion, and screen time with television and electronic devices; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parent(s)/guardian(s). Questions about language alternatives should be directed to Jacquelynn Rose at 217-468-2412.

Parent(s)/guardian(s) of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Jacquelynn Rose at 217-468-2412.

The state's resources on parental involvement can be located at [http://illinoisparent\(s\)/guardian\(s\).org/](http://illinoisparent(s)/guardian(s).org/). The state's website on parental involvement provides information, training, and support for parent(s)/guardian(s) and schools on various websites which may be useful or interesting to parent(s)/guardian(s) and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, county, and categorical query.

### **PARENT NOTIFICATION**

State Law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Policy (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry: [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders: [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

### **PERSONAL ITEMS AT SCHOOL**

In an attempt to keep our school safe we have a policy of no pocket knives, hard baseballs, bats of any type, sleds, skates, shoes that convert to skates or skateboards at school. The school provides playground equipment for students to use so we encourage students not to bring **any items** from home. If a student chooses to bring his or her own items from home (such as a shared item) they should be clearly marked and are the **sole responsibility** of the student. Trading personal items of any kind is not allowed at school.

### **PEST MANAGEMENT PLAN**

Argenta-Oreana CUSD #1 applies only pest control products that comply with state and federal guidelines. Parent(s)/guardian(s) who want to be notified prior to pesticide application at their child's school building or grounds should notify the school principal in writing by September 1 of each school year. Prior notice **is not required** if there is imminent threat to health or property.

### **PLAYGROUND & RECESS**

Students will have lunch recess after eating lunch. Specific rules will be given to the students by the principal, classroom teachers, and playground supervisors. The rules are established to reduce chances of bodily injury and to provide an atmosphere of fair play and sportsmanship. Playground activities are to be wholesome, safe, and healthy. The students will be going outside when at all possible, so they should be sure to have warm coats, gloves, hats, etc. Shoes should also be appropriate for playing on the playground and in the wood chips. Please help them practice getting zippers zipped, buttons buttoned, and gloves/mittens pulled on. Unless your child has a note from a doctor, they are expected to go outside for recess. During inclement weather an assessment is conducted by administration to determine if it is appropriate to be outside for recess.

If your child is not feeling well enough for recess, perhaps you should keep him/her home. When returning to school after a few days absence due to illness, your child may stay in for one day with a note from you. If you think your child should stay in longer than one day, a note from your doctor is required. If your child has a note excusing him/her from physical education, he/she will not be allowed to go out for recess.

If your child has a condition such as asthma that is aggravated by certain types of weather, a note from your doctor is required. If your doctor could give us some general guidelines as to suitable weather conditions for your child, we could then decide if it is safe for him/her to participate in an outdoor recess.

### **RESIDENCY**

To attend school in the Argenta-Oreana Community Unit School District #1, students must reside within legal boundaries. This means a student must live (eat, sleep) with their parent(s), custodial parent, or legal guardian within the A-O C.U.S.D. #1 boundaries. Addresses of babysitters, relatives, or friends are not acceptable or legal. Our school district does provide equal access to a homeless child as under Argenta-Oreana Community Unit School District #1 board policy. Parent(s)/guardian(s) who willingly enroll their children in Argenta-Oreana Community Unit School District #1 without proper residency are responsible to pay tuition for the time attended, and the students will be dropped from the school attendance list immediately.

### **RESPONSE TO INTERVENTION (RtI)/TITLE I**

All students are assessed three times a school year to determine academic progress. Decisions are made regarding each child's educational program based on test data and classroom performance. Response to Intervention includes opportunities for instructional support as well as enrichment activities.

### **RETENTION PROCEDURES**

The Argenta-Oreana Elementary School follows guidelines for possible retention of students. Retention of students is an option for students at any grade level who, after interventions, are performing below established grade level checklists.

### **GRADE LEVEL RETENTION CONSIDERATIONS**

Retention is considered for students who are performing below established grade level checklists. Retention should be considered only after the following factors have been considered and documented:

- Performing significantly below established grade level checklists regarding reading, math and writing (K-3)
- Performing significantly below established grade level checklists in at least four of the five content areas of reading, math, science, social studies, and English (4<sup>th</sup>-5<sup>th</sup>)
- Evidence of insufficient academic growth
- Chronological age of student
- Special education
- Attendance record/Truancy
- Transiency
- Previous grade retention
- Interventions/modifications
- A final retention notice will be sent home with the fourth quarter report card.

#### Retention Timeline

- Before the end of the first semester, teachers will make parent(s)/guardian(s) aware of the limited progress the student is making (parent/teacher conference).
- During the first half of second semester, every effort will be made by the teacher to submit a list of candidates for retention to the building principal. The building principal will put the student on the Student Success Meeting agenda if necessary.
- No later than the end of March, parent-teacher conferences regarding retention will be held. Documentation will be sent by the school.
- Towards the end of second semester, a letter from the office will be mailed to parent(s)/guardian(s) of retention candidates. The letter will need to be signed by a parent or guardian.

A child's placement should be that which, in the judgment of the school, best serves his/her educational welfare. The responsibility and authority for making this placement belongs to the school, not to the parent(s)/guardian(s). This timeline may need to be altered for students who enroll during the course of the school year, or due to emergency days utilized during the school year.

### **SAFETY DRILL PROCEDURES AND CONDUCT**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation (fire) drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

### **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

### **SEARCH AND SEIZURE**

In order to maintain order safety 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 Property and Equipment as well as Personal Effects Left There by Students**

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.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

#### **Students Searches**

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 school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may 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 the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

#### **Seizure of Property**

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

### **Questioning of Students Suspected of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

### **SECURITY POLICY**

Safety and security of our students and staff are of the utmost importance to us. All doors are locked during the school day and visitors need to use the buzzer system to request entry at the main office door. **All visitors are to report to the office where they will be required to sign in and wear a visitor badge. Visitors working directly with students while in the building will be required to have a completed visitor/volunteer form on file with the office at least 24 hours prior to their first visit.** Before leaving the building, each visitor will sign out. Students are not to bring children from other schools to visit without permission from the principal. If you are coming into the building to pick up your child for an appointment or dropping off items for your child, we will be glad to call your child to come to the office. The purpose of this policy is not intended to discourage parent(s)/guardian(s) and other members of the community from visiting the school, but rather is an effort to protect the security of the building.

### **SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

### **HARASSMENT AND TEEN DATING VIOLENCE PROHIBITED**

#### **Harassment Prohibited**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity<sup>1</sup>; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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### **Sexual Harassment Prohibited**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### **Teen Dating Violence Prohibited**

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 is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Complaint Manager:

Name: Jacquelynn Rose  
Address: 400 W. South Street  
Oreana, IL 62554  
Phone: 217-468-2412

### **STUDENT APPEARANCE/DRESS CODE**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

School officials may implement corrective measures for individuals who do not comply with the guidelines as it addresses personal hygiene, body odors and may be natural or artificial scents that could be distracting to others.

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that is indecent, compromises safety or causes a substantial disruption, in the school environment.

Students should take into consideration classes where additional safety measures are required, such as laboratories, physical education and art classes, and in general those classes where appropriate dress or grooming present an actual danger to the health or safety of the students or others present.

Students wearing apparel prohibited by this policy shall be asked to turn the garment inside out, take the garment off and exchange it for a permissible item or shall be required to go home to change into something that is permissible pursuant to the terms of this policy. Students may also be subject to discipline for wearing items prohibited herein.

**Teachers questioning objectionable dress and/or appearance by students are instructed to refer the student to the administration.**

The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

## **STUDENT DISTRIBUTION OF NON-SCHOOL PUBLICATIONS**

Any student or group of students wishing to distribute non-school related publications must be pre-authorized by the building administration and must meet the requirements of Board Policies 7:130 & 7:315

## **STUDENT PRIVACY**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies (7:15) are available upon request.

## **STUDENT RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

- 1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

- 2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

- 3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her 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.

**4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**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.

**6. The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school



*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

**8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**9. 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:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

**PUPIL RIGHTS ACT (20 U.S.C. 1232h)**

Parent(s)/guardian(s) have the right to inspect all instructional materials, including teachers' instructional manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation of their child. Parent(s)/guardian(s) have:

1. The right to inspect a survey created by a third party before it is administered and distributed to their student;
2. The right to contact the principal and request the viewing of that survey;
3. The right to know that Argenta-Oreana CUSD #1 will make arrangements to protect the privacy of their student with regard to surveys that request personal information;
4. The right to inspect any instructional material used as part of their child's educational curriculum;
5. The right to be informed of any physical examinations or screenings that the district may administer to their student (screenings for head lice will occur periodically—as needed);
6. The right to contact the principal to have their student opt-out of the survey.

**STUDENT SAFETY – SEXUAL ABUSE PREVENTION**

The District has adopted and uses several policies that bring awareness to the potential for sexual abuse, grooming behaviors, or boundary violations. Copies of these policies (4:165 & 5:120) are available upon request.

**STUDENT SIGN-OUT/SIGN-IN**

It is extremely important when students leave the building during school hours that a *responsible adult comes into the office and signs the student(s) out*. An approved pick-up person must be identified on the child's school account that they are approved to pick up or the parent must provide verbal or written permission for the individual to pick the child(ren) up. This is for the student's safety. State funding requires us to count the minutes that our students are in the building for our state aid reimbursement, therefore, this information must be accurate.

**SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

### **TEACHER QUALIFICATIONS**

Parents/guardians may request information about qualifications of their student's teacher and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under an emergency or other provisional status through which State qualifications and licensing criteria have been waived
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualification

If you would like to receive any of this information, please contact the school office.

### **TARDINESS**

If a student has arrived after the last morning bell rings, and not due to illness or appointment, the student is counted as tardy. They will need to come sign in at the office upon arrival at school. Possible consequences for excessive tardiness to school will be determined by the building principal. Tardies to the building will be listed on student report cards by quarter.

### **TECHNOLOGY**

#### **Acceptable Use of the District's Electronic Networks**<sup>2</sup>

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited 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.**

#### **Terms and Conditions**

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use** - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the electronic networks to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify or suspect a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual.

Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage 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 engaged in producing web pages must provide library media specialists 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.

**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves 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 to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the 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 District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, 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. Use of the District's email system constitutes consent to these regulations.

### **Internet Safety**

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

### **ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

### **THREATS**

If a student threatens any personnel, other students, or school property, either in written form, orally, by website, Internet, or other means, that student may be subject to discipline consequences that may result in immediate suspension and possible expulsion.

### **TRANSPORTATION**

Bus transportation is a service provided by the Argenta-Oreana School District. A list of bus stops provided by the

transportation director will be published at the beginning of the school year. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. 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.

If there is a change in the student's regular after-school routine, it is necessary to send a note with the child to school so the office is notified. We cannot send a child on an alternate route without notification from his or her parent/guardian. If riding a different bus is necessary, a bus pass will be issued to the student provided there is room on the bus taking the student. Students will not be allowed to board a bus if this procedure is not followed.

Please have alternate plans for EMERGENCY DAYS. Your child should know the plan in case of an "emergency" (Snow Day).

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.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct, including but not limited to the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. Electronic, visual, and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement. The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

AOCUSD #1 busses utilize video surveillance to monitor vehicles illegally passing school busses while stop arm is out.

For questions regarding school transportation issues, contact 217-795-4417

**IT IS AGAINST THE LAW TO PASS A SCHOOL BUS FROM EITHER DIRECTION WHEN THE STOP ARM IS OUT AND THE RED LIGHTS ARE FLASHING. THIS ALSO APPLIES WHEN BUSES ARE LOADING OR UNLOADING STUDENTS ON OR NEAR SCHOOL GROUNDS.**

### **DROP OFF AND DISMISSAL POLICY**

- **DROP OFF 7:45-8:10**

- Students may be dropped off in the morning at the EAST PARKING LOT ONLY.
- Pull up to the drop off zone and allow your child to walk up to the building.
- If you need to park, park your vehicle in the EAST PARKING LOT and walk your child into the building.
- It is recommended that a student learns to enter the building without a parent escort after the first month of school being in session.

- **PICK UP 2:49-3:00**

- Do not enter or park at the entrance of the North Circle Drive in FRONT of the school.
- Park in the EAST parking lot and walk to the sidewalk to pick up your child. If you are unable to walk, a staff member can bring your child to you.
- If you will be picking your student up before the end of the school day, please contact the office by phone, email, or with a note. If someone other than a parent or guardian is to pick up your child, the person will be asked to show ID.

### **Please abide by the following important parking lot and circle drive policies:**

- No cars are allowed in the South Circle Drive/Bus Drive behind the school.
- Parent(s)/guardian(s) are NOT allowed in the front circle drive between 7:45 A.M. -8:10 A.M. during the beginning of school and 2:30-3:00 during student dismissal.
- Walkers and bike riders will be dismissed out the front of the building; their safety is our number one priority.
- Parent(s)/guardian(s) are not allowed to pick up or drop off students at the west end of the building.

### **TREATS**

When sending treats, please provide enough for the entire class and provide any necessary disposable utensils. We have children with allergies, therefore, homemade treats are not allowed for parties. Only store-bought / pre-packaged treats with an ingredient label will be permitted.

### **VIDEO SURVEILLANCE POLICY**

Argenta-Oreana Community Unit School District #1 may employ the use of video surveillance cameras in school district buildings or on school district property (including buses) as deemed necessary by district personnel. These cameras shall be used for the following purposes:

- To better provide for the safety, health, and welfare of students, staff and visitors; and
- For the detection, reduction and/or prevention of instances of misconduct, including but not limited to vandalism, theft or other unacceptable misconduct.

#### **PLACEMENT**

- Video surveillance cameras will be placed in such a way as to observe public areas deemed necessary by district personnel.
- Video surveillance cameras shall not be directed toward neighboring private property.

#### **OPERATION**

- Video surveillance cameras shall monitor and/or record only video images. In accordance with federal and/or state eavesdropping laws, audio shall not be monitored and/or recorded by video surveillance cameras.
- Video surveillance cameras may or may not be in continuous operation.
- Video surveillance cameras may or may not be monitored in real-time by school personnel.
- Mechanical failure notwithstanding, images from video surveillance cameras shall be recorded. These recordings shall be secured by authorized school personnel and maintained for a minimum of one (1) week.

#### **PROTECTION OF INFORMATION**

- The content of video surveillance recordings shall be reviewed by authorized school personnel on a random basis and/or when violations of state/federal law, district policy or school rules have been brought to the attention of the administration.
- Video surveillance recordings displaying violations of state/federal law, district policy, or school rules may be used in disciplinary proceedings.
- If the content of a video surveillance recording is used in a disciplinary proceeding, it shall be treated the same as other evidence.
- The content of video surveillance recordings are subject to district policies and procedures concerning records. Such recordings shall at all times comply with the Freedom of Information Act, Illinois School Student Records Act, Family Educational Rights and Privacy Act, and District guidelines for the collection and use of student identifying information.
- In a situation where disciplinary consequences are put in place by the school district, a parent or guardian may request to view said recordings by submitting a written request to the administration. The viewing of the recordings shall be limited to those individuals (and parent(s)/guardian(s) or legal guardians in the case of juveniles) and shall be subject to all privacy restrictions which may be applicable. Additionally, only the portions of the recordings where the individuals in question are observed may be viewed.

#### **PUBLIC AWARENESS**

- All Argenta-Oreana Community Unit School District #1 buildings and grounds employing the use of video surveillance cameras shall post notification of their use at points of public access. Additional notification may be posted at other points deemed reasonable and necessary by school district personnel.
- The school district shall include information regarding the use of video surveillance cameras in the Student-Parent Handbook.
- Copies of this policy shall be posted in all district buildings for the benefit of district employees.

### **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.



Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

# ARGENTA-OREANA PARENT - STUDENT - TEACHER COMPACT

This agreement is a promise to work together to help our children do well in school. We know that children do better in school when there is combined effort and support from the school and the home. This compact is an invitation for parents to be involved in their children’s education in the Argenta-Oreana School District.

Parent/Guardian Pledge	Student Pledge	A-O Pledge
<p>As a parent/guardian, I pledge to support my child’s education by:</p> <p>Making sure my child attends school every day.</p> <p>Providing a regular time and place for homework.</p> <p>Staying informed by reading all school notices and communicating with my child’s teachers.</p> <p>Attending school functions (conferences, parent meetings, special events) whenever possible.</p> <p>Encouraging my child to fulfill his/her compact pledge.</p>	<p>As a student, it is important that I work to the best of my ability. I will do my best to:</p> <p>Be at school every day.</p> <p>Obey school rules to keep myself and others safe.</p> <p>Give my best effort to my parents, teachers, and other learning helpers.</p> <p>Be responsible to do my homework and return books and papers to school every day.</p>	<p>Argenta-Oreana schools will:</p> <p>Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State’s student academic achievement standards.</p> <p>Provide parents with reasonable access to staff in order to assist parents so they can help students with assignments.</p> <p>Provide parents/guardians frequent progress reports</p> <p>Hold parent/teacher conferences twice a year to give parents/guardians the opportunity to discuss their child.</p>