

**RED BUD ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
2020-2021**



**“HOME OF THE ROYALS”**

**RED BUD ELEMENTARY SCHOOL  
200 W. FIELD DRIVE  
RED BUD, IL 62278  
618-282-3858**

**WEB ADDRESS: [WWW.REDBUD132.ORG](http://WWW.REDBUD132.ORG)  
FACEBOOK: @RBESROYALS**

**RED BUD ELEMENTARY SCHOOL  
STUDENT HANDBOOK  
2020-2021**

**RED BUD COMMUNITY UNIT SCHOOL DISTRICT# 132  
SCHOOL BOARD OF EDUCATION**

**Mr. Larry Gielow, President  
Mrs. Diane Schoenbeck, Vice President  
Mrs. Abigail Carter, Secretary  
Mr. Robert Doty  
Dr. Rick Stenzel  
Mr. David Goetting  
Mr. Todd Birkner**

**DISTRICT SUPERINTENDENT**

**Mr. Jonathan Tallman  
815 Locust Street  
Red Bud, IL 62278  
District Office Phone: 282-3507**

**DISTRICT OFFICE**

**Mrs. Karen Diemert, Bookkeeper  
Mrs. Kim Schaefer, District Professional**

**ELEMENTARY SCHOOL OFFICE**

**Mr. Ryan McClellan, Principal  
Mr. Barry Wittler, Assistant Principal  
Mrs. Rachel Koudela, Administrative Professional  
Mrs. Cyndi Liefer, Administrative Professional**

**School Phone Number: 282-3858**

Directory

<u>EMPLOYEE</u>	<u>POSITION</u>	<u>ROOM NO.</u>	<u>PHONE EXT.</u>
Ryan McClellan	Principal	41-Office	2342
Barry Wittler	Assistant Principal	42-Office	2343
Cyndi Liefer	Secretary	43-Office	2360
Koudela, Rachel	Secretary	43-Office	2359
Kueker, Tammy	Nurse	23	2323
Becky Watson	Social Worker	24	2324
Kaiser, Ashley	Pre-Kindergarten	57	2139
Morris, Andrea	Early Childhood	9	2108
Salger, Patty	Primary Sp. Ed.	17	2116
Okunola, Jessica	Kindergarten-1	8	2107
Miear, Jenny	Kindergarten-2	7	2106
Liefer, Shelly	Kindergarten-3	6	2105
Kunkel, Monica	Gr. 1	9	2108
North, Sarah	Gr. 1	1	2100
Ratz, Shelby	Gr. 1	15	2114
Zipfel, Jana	Gr. 1	2	2101
Shubert, Lea	Gr. 2	4	2103
Dahlem, Megan	Gr. 2	5	2104
Parsons, Chelsi	Gr. 2	3	2102
Stuhlsatz, Lyndsey	Gr. 3	47	2150
Bradley, Stacy	Gr. 3	46	2137
Smith, Megan	Gr. 3	48	2149
Gidley, Chris	Gr. 3-5 Spec. Ed.	49	2148
Daniels, Sandy	Gr. 4	53	2143
Rushing, Angela	Gr. 4	56	2140
Detmer, Colin	Gr. 4	54	2142
Lossos, Lori	Gr. 5	58	2162
Friess, Miki	Gr. 5	60	2164
Quigley, Brock	Gr. 5	59	2163
Liefer, Kaitlyn	Gr. 6 Language Arts	61	2165
Brandt, Crystal	Gr. 6 Math & 7 Science	37	2132
Koester, Stephenie	Athletic Director	C	2364
Nobbe, Jill	Gr. 7 Lang. Arts	31	2127
Mudd, Laura	Gr. 7 & 8 Soc. Studies	33	2129
Herbert, Tammy	Gr. 6 & 8 Science	35	2131
Dahm, Angela	Gr. 6 Social Studies	62	2160
Straub, Kim	Gr. 8 Language Arts	34	2130
Miesner, Jill	Gr. 7 & 8 Math	32	2128
Johnson, Courtney	Art	11	2110
Finch, Sara	Title I Reading	50	2180
Heap, Kristin	Title I Reading	16	2115
Tewell, Sheila	Title I Math	46	2108
Fisher, Matt	Band	10	2109
Gallaher, Lindsey	Chorus & Gen. Music	12	2111
Howell, Amy	Special Education	30	2126
Cruser, CJ	Special Education	29	2125
Buss, Kelsie	Computer Lab	66	2167
Cartee, Angela	Special Education	65	2160
Homrighausen, Emily	Speech Therapy	52A	2146
Poston, Caitlin	Speech Therapy	D	2363
Seals-Hass, Pam	Media Specialist	27	2119
Mellenthin, Joe	P.E./Health	Gym/B	2365
Kaiser, Diane	P.E./Health	Gym/A	2179
Health Room	Health	38	2133
Beshoar, Carrie	Paraprofessional		
Birchler, Kathy	Paraprofessional		
Gregson, Kristin	Paraprofessional		
Huddleston, Kelsey	Paraprofessional		
Koester, Stephenie	Paraprofessional		
Landgraf, Karla	Paraprofessional		
Hanger, Nicole	Paraprofessional		
Trujillo, Sarah	Paraprofessional		
Roscow, Sarah	Paraprofessional		
Salger, Cheryl	Paraprofessional		
Voss, Aimee	Paraprofessional		
Root, Mariah	Individual Aide		

Raines, Allyson	Individual Aide		
Feldt, Joyce	Head Cook	70	2161
Howie, Tabitha	Cook		
Farmer, Sharon	Cook		
Schulteis, Jodie	Cook		
Wallace, Shannon	Cook		
Wilson, Diana	Cook		
Schoenbeck, Brian	Daytime Custodian	40	2120
Fehr, Cheryl	Evening Custodian		
Sellers, Bradley	Evening Custodian		
Shield, Joe	Evening Custodian		
Wideman, Jesse	Evening Custodian		

## **RED BUD ELEMENTARY SCHOOL**

Our vision at Red Bud Elementary School is to encourage students to Be Safe, Be Respectful, and Be Responsible-The Royal Way

### **MISSION STATEMENT**

EDUCATE, ENCOURAGE , EMPOWER, EVERY STUDENT, EVERY DAY!

### **DISCLAIMER**

The provisions in this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices and procedures as currently practiced and are subject to change. This handbook is only a summary of Board Policies governing the district. Additional copies of this handbook are available upon request. The rules and guidelines in this handbook apply to all Red Bud Elementary School students while at school, on school property, at activities sponsored by the school, at activities where R.B.E.S. is participating, and during travel to and/or from school.

From time to time, it may be necessary to modify or introduce policies after the school year has started. In particular, discipline-related issues tend to create the need for rules and consequences for behaviors which were not an issue at the start of the school year. If new or modified rules, policies or consequences are necessary, students will be notified through the daily announcements for a minimum period and parents will be notified through newsletters or other appropriate written means. Any changes in rules, procedures or consequences would be included in future editions of this handbook.

### **WELCOME TO RBES STUDENTS!**

The faculty and staff of Red Bud School District 132 extend a warm welcome to all students as you begin a new school year. It is our goal to work cooperatively with you to develop your many unique talents and abilities. Please take the time to read it because many of your questions will be answered. If there is something in this book that you don't understand, please ask Mr. McClellan or a teacher to explain it to you. After the first week of school, we will assume that you have been made aware of the rules and procedures as set forth in this publication.

### **ACKNOWLEDGMENT**

At the end of this handbook, parents will be provided with a handbook acknowledgment form, which should be signed and returned to the designated teacher, and eventually to the main office. If this acknowledgment is not returned within two weeks after the start of school (or, if enrolling after the start of the school year, within two weeks following the receipt of this handbook), the District will treat the failure to return such form, absent some other form of communication from a parent, as an acknowledgment of receipt of the handbook.

### **RBES Expectations of Students:**

1. We expect all students to achieve to the best of their ability;
2. We expect students to consider school as a top priority;
3. We expect students to attend every day;
4. We expect students to complete all homework and class assignments;
5. We expect students to know and conform to the discipline code;
6. We expect students to respect themselves, others, and our staff on a daily basis

## **RBES Expectations of Parents:**

1. We expect parents to provide a student area at home where the student can work;
2. We expect parents to question our school about their child's progress;
3. We expect parents to be aware of our academic expectations;
4. We expect parents to be aware of our discipline code;
5. We expect parents to develop positive working relationships with RBES teachers;
6. We expect parents to know that we are a team.

## **RBES Goals:**

1. We will strive to treat our students as if they were our own children;
2. We will strive to provide daily classroom instruction that is rigorous and relevant;
3. We will strive to implement scientifically proved and researched based Instructional practices;
4. We will strive to link our daily lesson plans to the Common Core State Standards and the Assessment Frameworks;
5. We will strive to provide effective extra and co-curricular opportunities for all students;
6. We will strive to create a positive learning environment that meets the needs of every student in attendance;
7. We will strive to see and foster the whole child.

## **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, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, 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: Principal Ryan McClellan.

## **TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived
- The teacher's college major
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees
- Whether any instructional aides or paraprofessionals provide services to your child, and if so, what are the qualifications

## **SCHOOL- COMMUNITY RESOURCE AND TIP LINE**

The Tip-Line is an option in those cases when the caller fears reprisal or if the caller is considering committing acts of violence and is willing to sacrifice anonymity.

1-800-477-0024

Child Abuse Hotline  
Poison Control Center

1-800-252-2873  
1-800-222-1222

Suicide Prevention Hotline 1-800-784-2433  
Local Health Department 618-939-3871  
Human Service Center 618-282-6233

- Psychiatric Services
- Counseling Services
- Substance Abuse
- Emergency/Crisis Services
- Children First
- Community Support Services

United Way Area Resource Web Link: [www.211southwesternillinois.org](http://www.211southwesternillinois.org)

## **SCHOOL SAFETY**

Students should report issues relative to school safety to the principal's office. This includes knowledge of weapons, drugs, threats to do harm to staff, students, or the school or its property. Pursuant to Illinois Statutes, firearms are not allowed to be carried on school property by anyone other than law enforcement.

## **MANDATED REPORTERS**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## **SCHOOL HOURS**

The building will be open to students at 7:50 a.m. Students should not arrive at school before 7:50 a.m. because no supervision is provided to students before 7:50 a.m. The morning supervisor will let students know each day if they are to report to the gym, multi-purpose room or the playground. Students who wish to eat breakfast in the morning should report to the cafeteria after arriving to school. After the 7:50 bell, students should only congregate outside on playground, in cafeteria, gym, or multipurpose room until released to go to classrooms. Students should not be in teachers' classrooms, lockers, restrooms, unless approved by an adult. Upon entering school, only the main front doors and South doors for bus students will be accessible at 7:50.

## **SCHEDULES**

### ***-PRE-K, EARLY CHILDHOOD***

Pre-Kindergarten and Early Childhood classes are half-day sessions. Those students scheduled in the morning classes will meet from 8:15-11:05.

Afternoon Pre-K and Early Childhood students will be in attendance from 12:10-2:45.

### ***-GRADES 5 & 6***

The school day for students in grades 5 & 6 begins at 8:15 a.m. and ends at 3:05 p.m. Lunch is scheduled from 11:23 a.m. until 11:59 a.m. Class periods are 44 minutes long and there are three-minute passing periods from class to class. The last period for grade 6 is a shortened period and is the time during which students are scheduled for study hall, RtI, chorus, and in some cases, art, library and computer instruction.

### ***-SCHEDULE FOR GRADE 6***

First period	8:15-8:59
Second period	9:02-9:46
Third period	9:49-10:33
Fourth period	10:36-11:20
Lunch (Fifth)	11:23-11:59
Sixth period	12:02-12:46
Seventh period	12:49-1:33
Eighth period	1:36-2:20

Ninth period 2:23-3:05

### ***-SCHEDULE FOR GRADE 7 & 8***

First period	8:15-8:59
Second period	9:02-9:46
Third period	9:49-10:33
Fourth period	10:36-11:20
Fifth period	11:23-12:07
Lunch (Sixth)	12:10-12:46
Seventh period	12:49-1:33
Eighth period	1:36-2:20
Ninth period	2:23-3:05

### **PARAPROFESSIONALS / SUPPORT PERSONNEL**

Our district employs part-time and full-time paraprofessionals that provide additional academic support in the classroom. These paraprofessionals facilitate group learning activities, lead one-on-one review activities, and assist with reading assessments throughout the year. In addition, these paraprofessionals provide supervision in the hallways, cafeteria, and on the playground.

### **SOCIAL WORKER**

Assist in development and consultation of school-wide programs. Provide a thorough assessment of identified student needs based on staff/student/parent interviews, classroom observations and relevant data. Deliver individual and group interventions based on specific needs, by way of counseling, skill training, teacher consultation and classroom support plans. Offer advocacy for various student and family needs, including collaboration with and referrals to community resources as needed.

Teachers may request social work services for individual students by submitting a social work referral form, students may self-refer, and parents/guardians may request social work services by contacting school staff or reaching out to the social worker directly.

### **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.

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.

### **SCHOOL VOLUNTEERS**

All school volunteers must complete the "Volunteer Information Form" and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **PICKING UP CHILDREN AT SCHOOL**

For an appointment: Parents who pick students up at school during the school day must sign the student out in the office. If a student has been absent and returns during the school day, he/she must sign in at the office before reporting to class.

Parents are asked not to go to classrooms to pick up students either during the school day or at the end of the day. It is very disruptive to classes for parents to wait outside the classroom door or to enter the classroom at the end of the day. At the end of school: If you wish to pick up your child after-school, please park in the south parking lot and not on Locust or Field Street. The traffic on those two streets places our children in harm's way.

## **DROPPING OFF STUDENTS**

Buses will drop off and pick-up students in the parking lot south of school. Parents may drop-off students on Field Street or in the drop-off loop in the parking lot next to the main entrance. Students may be picked up after school on Field Street, but there is no parking allowed on Field Street before, during, or after school. Drivers must remain with their vehicles on Field and Locust Streets during drop-off and pick-up. If you need to leave your vehicle, please park in the parking lot.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher conferences will be held the evening of October 23 and October 25, 2018 from 4:00-8:00 p.m.

Information about signing up for conferences will be sent home with students before the conferences. Conferences during these days are limited to 10 minutes. Parents who feel they need a longer conference are encouraged to schedule one at another time. Parents are encouraged to call and arrange a conference with their child's teacher at the first sign of a problem or if they have any questions.

## **CLOSING OF SCHOOL**

Throughout the school year, the district will notify of inclement weather school closings by utilizing the School Messenger software. These recorded phone and text messages will notify parents and guardians of the district's plans in the event of school closings or early dismissal due to inclement weather conditions.

Television stations KTVI Channel 2, KMOV Channel 4 and KSDK Channel 5 will also carry these announcements after 6 a.m. Parents are requested not to call the school office or bus garage to see if school is closed but are advised to listen to the stations mentioned above.

If for any reason it become necessary to cancel school or run on a delayed schedule, a message will be communicated to local TV outlets. In addition, a voice mail will be sent to all homes through the school's automated messaging technology.

For a delayed school start, the following protocol will apply:

- Bus pick-up times—Buses will pick up students at bus stops one hour later than the regularly scheduled pick up times. Buses will make every effort to be punctual, although road conditions may increase travel times, so please have students dress warmly. Accommodations for alternative pick-up locations will not be granted.
- Drop off and arrival times—Parents dropping off students, students who walk and students driving to school should arrive one hour later than their regular time.
- Before school childcare—Please contact your provider for information on how they will handle the one hour delayed start.
- Breakfast—will be served one hour later than the regular time.
- School dismissal times—will remain on regular schedule, including bus drop off times and parent pick up times.
- Afternoon and evening programs and activities—all afternoon and evening programs will operate as normally scheduled unless announced otherwise.
- Pre-K and EC Classes- Both AM classes will have a delayed one hour start, with dismissal at the same time. The PM classes will begin and end at the normally scheduled times

## **INFORMATION FROM SCHOOL MESSENGER AND OUR SCHOOL WEB SITE**

Throughout the school year, parents may receive important e-mails or voice messages from the district's School messenger system. Parents may also read the daily announcements, access student grades, or see student daily homework assignments by logging on to [www.redbud132.org](http://www.redbud132.org).

## **HEALTH OFFICE**



Red Bud School District has a full time nurse that is shared by both the grade school and the high school. To contact the nurse you may call: 282-3858 ext. 2323.

## **GENERAL INFORMATION**

1. Students should be encouraged to eat a healthy breakfast each morning to provide students with a good start to their day. The school cafeteria serves a healthy breakfast.
2. Students with temperatures of 100.4 degrees or higher will be sent home to ensure that other students do not get infected.
3. Medications should never be sent to school with a student.
4. Due to the number of students seen by the nurse each day, parents are not notified with each student's visit. The nurse notifies parents at her discretion. If a parent feels that their child may not make it through the school day, they may call the nurse and inform her.

## **WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL**

Whether or not to keep a child home from school isn't always an easy decision. The following may give parents some helpful guidelines:

- A child with a fever (100.4 degrees or above) should not be in school and should not return unless they have been fever free for 24 hours without the use of fever reducing medications (such as Tylenol or Motrin).
- Children with contagious diseases, spread by contact, coughing or sneezing, should stay home. Examples are: influenza, H1N1, chicken pox, pink eye, and strep throat. A child with strep throat may return to school after 24 hrs. of antibiotics, and a child with pink eye after 24 hrs. of antibiotic eye drops.
- A child should be free of vomiting and diarrhea for 24 hours before returning to school.
- Head Lice Policy – Screening for head lice may be conducted as indicated. Whenever a student is identified with head lice, the parent/guardian will be notified and informed that the student must be picked up at school. The student may be readmitted to school the following day, provided that the appropriate treatment has been given and no evidence of live lice is found. That child will be checked periodically to ensure that the student has not been re-infected.
- Please remember these are only guidelines and are not intended to take the place of a physician.

## **COMMUNICABLE DISEASES**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **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 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 the appropriate treatment has been given and the 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 live lice. Infested children are prohibited from riding the bus to school to be checked for head lice.

## **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 "Student Medical Authorization Form" with a physician's signature. A student may bring cough drops from home with a note from a parent/guardian giving permission. Parents are responsible for applying sunscreen and/or insect repellent on elementary school children. Exceptions are made for students with a medical diagnosis that requires application before outdoor activity. A physician's order with parent permission must be on file for the school nurse to be able to apply the product.

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.

A student may possess an epinephrine auto-injector (EpiPen®), an asthma inhaler, and diabetic medication prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel. A physician's signature is required for EpiPen and insulin use. For an asthma inhaler a self-medication form and a copy of the inhaler label with the student's name dosage instructions is required.

The school nurse may possess an undesignated epinephrine that may be used in good faith if a student displays signs and symptoms of an anaphylactic reaction.

The school nurse may possess an undesignated narcan nasal spray that may be used in good faith if a student displays signs and symptoms of an opioid overdose.

If either an undesignated epinephrine or narcan is used, 911 and the student's parents or guardian will be notified immediately.

### **CARE OF STUDENTS WITH DIABETES**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.
- e. The parent/guardian is responsible for all diabetic supplies.

For further information, please contact the school nurse.

### **VISION/HEARING SCREENING**

Vision and hearing screening will be done yearly on all grades mandated by the state, and other students as deemed necessary

and/or possible. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school.

## **IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS**

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by September 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by September 15, the student must present, by September 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering Kindergarten or the school for the first time must present proof by September 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school.

### **Dental Examination**

All children entering Kindergarten, second, sixth, and ninth grades or school for the first time must present proof of having been examined by a licensed dentist by May 15 of the current school year.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Religious grounds if the student's parent/guardian presents to the school by September 15 the completed Illinois Certificate of Religious Exemption signed by the parent and the physician.
2. Immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

## **LATEX ALLERGY**

Allergies to latex are increasing among students at Red Bud Elementary. If these students are exposed to latex products they could have a life-threatening allergic reaction. To help us provide a safe and healthy learning environment, please do not bring items to

school that contain latex.

## **FOOD ALLERGIES**

An increasing number of children have life-threatening allergies.

Foods that most commonly produce allergic reactions: Peanuts and tree nuts, shellfish/fish, eggs, soy, milk.

### Prevention of an allergic response

Avoidance of foods that trigger the allergy is the most important aspect. Frequently this means carefully reading product labels.

### Safety measures for the allergic child in school

Please inform the school nurse if your child has a food allergy. Food allergy forms will need to be completed. If an EpiPen or Benadryl is needed at school, a medication form will need to be completed. (Please read the medication policy).

When a class has a student with severe food allergies, the parents will be sent a letter requesting that certain foods not be sent in for class parties (if any).

Students should not share their lunch/snacks with other students to avoid any potential known or unknown food reaction.

Red Bud Elementary School Food Services do not offer menu items that contain peanuts, peanut-based products, tree nuts, or tree nut-based products during the school day. This is in response to providing a safer school environment to a growing number of students who are highly allergic to these items. It does not guarantee that these nut-based products may not be present in our schools, so students with allergies should continue to be mindful.

We will offer "Nut Safe" tables at all school levels to accommodate our students who choose them. In addition, we have previously made it a practice in our school district to alert parents and students when an elementary classroom needs to be identified as a "Nut Safe" environment, and will continue to do so.

Families that have children with food allergies should continue to work with the school nurses in their respective buildings to ensure a safety plan is in place.

Thank you for understanding our need to provide healthy environments for all students. Please contact Ryan McClellan, RBES Principal, with any questions.

## **REGISTRATION**

Registration for school begins in the summer. Announcements will be made in the North County News several weeks before the registration date. Book rental is \$40, tech fee is \$50, and activity fees are \$40.00 per child with a maximum of \$80.00 per family.

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

The school establishes fees and charges to fund certain school activities, including book rental, athletics, chorus and/or band, Scholar Bowl and Chess Team. 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 does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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.;
- Seasonal employment;

- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal.

## **BIRTH CERTIFICATE**

Public Act 84-1430 states any person enrolling in a school district for the first time must provide either a certified copy of the student's birth certificate or other governmental documentation of the child's identity and an affidavit explaining the inability to produce a copy of the birth certificate. After an initial attempt to redeem the child's birth certificate, a letter will be given to state police to try to rectify any conflicts that may be concerning to the parents/guardian or student.

## **PHYSICAL EXAMINATIONS AND IMMUNIZATIONS**

A medical examination for all Illinois students must be on file for grades K, 6 and any student new to an Illinois school by September 15. All students must provide proof of immunizations required by the State of Illinois. **STUDENTS WHO DO NOT PROVIDE SUCH PROOF WILL BE EXCLUDED FROM SCHOOL.** These medical requirements are mandatory to be enrolled in schools in Illinois.

Immunizations are available from the Health Department. Appointments may be made by calling 939-3871 or 826-5007. Please make these appointments early in the summer so immunizations are completed.

## **EMERGENCY INFORMATION**

It is extremely important for the school to have current information about how to contact parents in the event of an emergency. During registration, parents are asked to provide this information and if anything changes during the school year, please notify the school immediately. The school must have a phone contact for every student. If there is no phone in the student's home, please provide a number where the parent can be reached at work and/or the number of a friend, relative, or neighbor who would be willing to contact the parent in the event of an emergency.

## **RESIDENCY AND TUITION**

District 132 schools are available to district residents. Supplying false information about residency may result in the charging of retroactive tuition to anyone supplying the information.

Non-resident students will be accepted as students in District 132, according to board policy, only under two conditions: 1) their home district agrees to pay the tuition, or 2) they attend District 132 on a part-time basis from a parochial school located within the District, and the parochial school agrees to pay the tuition.

## **BOOK RENTAL AND ACTIVITY FEES**

Textbooks are purchased by the school and rented to the student. If a student withdraws during the first semester, one-half of the rental fee will be refunded upon request. No refunds are made for withdrawals during the second semester. Students will be required to pay for lost or damaged books. The amount will be based on the age and condition of the book at that time.

The Board of Education sets book rental and fees each year. In addition, students participating in athletics, chorus and/or band, Scholar Bowl and Chess Team are charged an activity fee. There is a family fee for two or more students participating. Students will not be allowed to participate in activities unless they have paid the fees or have been granted a Waiver of Fees by the principal. (See waiver of fees)

Fees: Book Rental	\$40.00
Tech Fee	\$50.00
Activity	\$40.00 (Family \$80.00 Maximum)

## **CAFETERIA**

Meals may be purchased in the school cafeteria or brought from home.

Breakfast:

All students: \$1.85

Lunch:

Students K-4 \$2.25

Students Gr. 5-8 \$2.50

Milk: \$ .35

Red Bud Elementary School uses a computerized accounting system for school meals. Breakfast and/or lunch may be paid for on a daily basis. However, parents are encouraged to pay for lunches and breakfast in weekly or monthly amounts and to pay by check whenever possible. The check should be placed in a lunch collection envelope and the envelope should be filled out showing the student's name, PIN number, and the amount of money sent. When a payment is made, the amount is entered into the computer. Each time the child eats in the cafeteria, the amount of the meal is deducted from the balance. When the account balance runs low, a note and payment envelope are sent home with the student.

When a cafeteria bill reaches \$20.00 and no attempts have been made for restitution or payment plan, an alternative lunch will be given to students.

Families who are eligible may apply for free and reduced price breakfast and/or lunch by filing an application with the principal. At the beginning of each lunch period, students who are scheduled to eat during that lunch period are to report to the cafeteria. If a student is on the Free/Reduced lunch list and the student brings a lunch from home, \$.35 will still be charged to the student if he/she wants a milk.

## **BIRTHDAY AND HOLIDAY TREATS**

These below guidelines are for the health, welfare, and safety of our students:

- Home-baked treats are not allowed;
- Treats that are brought to school must be prepackaged or purchased from a commercial bakery;
- Treats may only be brought for the student's classroom.
- Must follow food allergy guidelines for classroom, if any.

## **DELIVERIES AT SCHOOL**

Red Bud Elementary will not accept deliveries for RBES students.

## **LOST AND FOUND**

Many personal items are misplaced during the school year. Our lost and found is located in the cafeteria. Please tell your child to check with us periodically if an item is missing. Items that have not been claimed will be donated to a charitable organization.

## **BUS TRANSPORTATION**

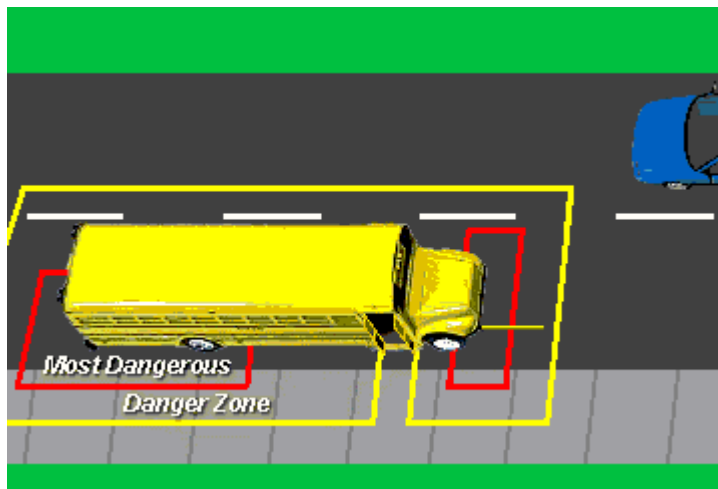
The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which 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.

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. 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.

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.

For questions regarding school transportation issues, contact: Durham Bus Service at 282-3131.

## **ELECTRONIC RECORDINGS ON SCHOOL BUSES**

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. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

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.

### **MESSAGES FOR STUDENTS**

Messages to students should only be called to the office for emergencies. Written documentation must be given for approval by administration concerning alternative transportation home from school. The office will attempt to deliver emergency messages left for students before 2:00 p.m. each day.

We will not accept responsibility for messages sent or called after 2:00 p.m.

### **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **ENGLISH LANGUAGE LEARNERS**

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

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the Principal.

### **HOMELESS STUDENTS**

A homeless student is referred as a student who resides with someone other than at a parent/guardian home. Homeless students should be reported to the school as resources and supports are available. The Homeless Liaison is Deb Opel and can be reached through Red Bud Elementary School at 282-3858.

### **HOME -SCHOOLED STUDENTS**

Students who are home schooled, yet live within Red Bud School District boundaries, are not eligible to participate in extracurricular activities, nor will they be recognized for their home school academic achievements.

### **CUSTODY ARRANGEMENTS**

The school will assume that both parents have an equal right to pick a student up from school, receive a student's records, excuse a student from school, etc. unless court documents are on file with the school to the contrary. These documents must be filed every year that the student is in attendance at Red Bud Elementary School.



## **INSURANCE**

The school does not purchase accident insurance for the students. If a student is injured, then the cost of the medical treatment is the responsibility of the parent and/or the parent's insurance company. The school does not file claims.

As a service to families, optional student insurance is offered by an independent agency through the school and is available on the school website under useful links.

Any student who is planning to go out for an athletic team or cheerleading must either purchase this insurance or have an insurance waiver signed by his/her parents. Parents should be aware this optional insurance is only a supplemental plan and should not be considered a primary plan. Parents are responsible for filing claims and should pick up a claim form at the office when they have a claim.

## **MEDICAID BILLING AND RELEASE OF INFORMATION**

The State of Illinois participates in a federal program called Medicaid School-Based Services, which allows districts to receive reimbursement for eligible medical services. Red Bud Community Unit School District #132 will routinely utilize this program to help meet the costs of providing special services. Services provided to a student within the school setting are at no cost to the parent/guardian and will not impact the child's Medicaid benefits, as Medicaid does not have a maximum number of eligible visits or lifetime maximum for services. Medicaid requires the school to release your student's demographic and service information with necessary programs in order to receive reimbursement. You have the right to deny or withdraw from this reimbursement process without any change in your student's services by signing the appropriate form at the school office.

## **FUNDRAISER**

Red Bud Elementary School holds various fund-raisers throughout the year. Proceeds are used to improve school facilities, such as the playground, for students and to fund student organizations. Other fund-raisers include, but are not limited to: RBES annual fund-raisers, St. Jude's Hospital, American Heart Association, Randolph Humane Society, and students in need.

## **HOME AND HOSPITAL INSTRUCTION**

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

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

For information on home or hospital instruction, contact: Mr. Ryan McClellan, Principal.

## **FIELD TRIPS**

Throughout the school year, students may be provided an opportunity to participate in an educational enriching trip as part of their general educational experience. Our students are to follow all school rules and observe all rules that the site may have posted. If a student has shown difficulties following school conduct rules and classroom procedures throughout the school year, that child's parent or legal guardian may be requested to attend the field trip. Up to three additional adults per class may attend field trips on the bus. At the teacher's discretion, students may be allowed to ride home from field trips with their own parents or guardians who attended the trip. This must be pre-arranged with the teacher and the student must be signed out at the location of the trip. Any student leaving a field trip early to attend another school-sponsored activity must have prior approval by the field trip sponsor, and administrator, and the coach or sponsor of the other activity. Written permission must be received from a parent/guardian of the student leaving, and from the adult they are riding with if that adult is not their own parent/guardian.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Denial of permission from administration
- Other reasons to be determined by the school

- Failing one or more classes
- Being referred to the Right Track Truancy Program in the current school year
- Receiving more than 3 instances of In-School Suspension or more than 1 instance of Out-of-School Suspension

## **SPEECH AND LANGUAGE SERVICES**

Red Bud Elementary employs a full-time speech therapist to provide services to students who have delays. These services include, but are not limited to:

- a) Screening of students to identify possible areas of concern,
- b) Providing therapy to address deficit areas,
- c) Consulting with parents, teachers, and other school personnel.

## **PROBLEM SOLVING/INTERVENTIONS**

If a child is identified by a faculty member as: not making sufficient academic growth or social development, not meeting grade level expectations, or failing two or more core academic classes, the parent(s)/guardian(s) will be invited to take part in a grade level problem solving meeting. The desired outcome of the problem solving meeting is to identify the areas of concern and implement appropriate interventions that address the child's individual needs.

The goal is to provide regular education classroom behavioral and academic modifications and adaptations and monitor the success of those efforts over a set period of time. If these components are implemented with integrity and in a rigorous manner the parents and school staff will have a good idea of the type and intensity of intervention needed for each student to succeed.

If the levels of intervention are too great, a screening and intervention meeting will be conducted to gauge whether or not the child is eligible to receive special education services.

### Seven Essential Components of RtI are:

1. Monitor student's progress in the curriculum with technically adequate assessments.
2. Choose and implement a scientifically proven intervention to address students' deficits.
3. Follow explicit rules to decide which students are not making sufficient progress or responding to the intervention.
4. Monitor the student's outcomes in the intervention with at least weekly or biweekly assessments.
5. Ensure that the intervention is delivered with accuracy and consistency.
6. Determine the intensity of the support that a student needs in order to be successful.
7. Three interventions with at least six weeks to gather appropriate and accurate data is necessary before referral.
8. Provide parents notice of referral and request for a comprehensive evaluation if a disability is suspected.

As the interventions are implemented, further meetings may take place to assess the effectiveness of the interventions. The team will work with the child's parent(s) to promote even stronger lines of communication and a collaborative spirit between home and school.

## **REQUEST TO ACCESS CLASSROOM or PERSONNEL for SPECIAL EDUCATION EVALUATION or OBSERVATION**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

## **SPECIAL SERVICES**

Red Bud Elementary School provides free and appropriate public education and special services for students in the areas of learning disabilities, behavioral modification, and reading improvement. These services are rendered to students if the need arises and all our special services staff are trained in Crisis Prevention Intervention. RBES Special Education Coordinator, Amy Howell, may be contacted for additional questions at 282-3858.

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## **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 whom 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 school district office.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education’s *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

## **TITLE I**

Red Bud Elementary School participates in the Title I program. Title I classes are offered in Reading. Title I is a federally-funded program which provides support and supplemental instruction to children who are at-risk in the areas of reading and math. Students are chosen to participate in the program on the basis of teacher recommendation, test scores, and past classroom performance on reading and/or math skills. Our school provides two methods of Title I deliver in the area of reading:

-The pull-out Title I class involves identified children who participate in a small group in the Title I classroom for one class period each day;

-The push in Title I group remains in the classroom for all reading instruction with the Title I teacher present to assist and give support during the class.

-Both teachers may be actively involved in presenting a lesson. They may also both actively assist individual and small groups while they are working independently. The Title I teacher may concentrate on students that have been formally identified for Title I services during this time, but may also assist other students in the classroom.

## **ATTENDANCE**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) 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 already 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 the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **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 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

**Students who miss a full day of school will not be allowed to attend evening school activities.**

**\* Discretion is left to administration**

### **EXCUSED ABSENCES**

1. Illness of a student (Note: absences of more than three days during any school year will require a medical excuse from a licensed medical doctor with specific days/time frames listed);
2. Death in the family or death of a friend;
3. Critical illness of a close relative;
4. Dental or medical appointments;
5. Subpoena of a student to a court of law;
6. Those situations which the elementary principal or assistant deem acceptable;
7. Planned absences excused by the parent up to a maximum of five school days per year (in the case of planned absence, parents should notify the principal or assistant principal a week in advance and students should pick up advance assignments from the teacher on the last day of attendance). Homework will be due the day student returns to school, unless pre-approved by teacher. Absences of more than 5 days will be considered unexcused.

### **MAKE-UP WORK AFTER EXCUSED ABSENCES**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students in Grades K-5 may make up work by calling in the absence as excused, or taking a written parent excuse note to their teachers upon their return to school. Students in Grades 6-8 whose parents call to excuse their absence must report to the office when they arrive at school the following day to pick up make-up work contracts before the school day begins. The teachers write the contracts the day the student is absent and turn them into the office on that day. Parents who have requested makeup work may pick up the contracts after 2:30 p.m. on the day of the

absence. The student will have one day for each day's absence to complete the make-up work. For example, if the student is absent on Monday and returns to school on Tuesday, the make-up work is due on Wednesday. However, if assignments have been made prior to the absence and are due during the absence, they must be turned in the first day the student returns to school.

## **HOMEWORK**

As an extension of the work done at school, homework is an important part of a student's instructional program. Homework is defined as work assigned by the teacher to be completed outside of class and which directly relates to classroom lessons. Homework may also involve students in tasks designed to enhance and reinforce appropriate academic skills, interest and attitudes. Homework could include reading of textbook and other materials, independent reading of literature in preparation of class, studying for tests and quizzes, and completing research papers and other long-term projects.

Unless other arrangements have been made, homework is expected to be completed. Late or missing assignments are given zero to partial credit at the discretion and authority of the teacher. Teachers will make their homework policies known to their students and their parents. When failure to turn in homework negatively impacts a student, whether for a long term assignment or a pattern of not turning in work, teachers will be in contact with parents to address this concern.

Students are expected to:

- Discuss questions and problems you may have with your teachers.
- Be organized with your assignments and materials.
- Create a time and place at home where work can be completed without distractions.
- Anticipate homework on a daily basis.
- Bring completed homework to school and return it to the appropriate teachers.

Parents are expected to:

- Instill the importance of education and good work ethic/study habits in your child.
- Encourage your child to be organized and consistent in his/her homework routine.
- Check your child's homework, both completed and current.
- Expect your child to complete assignments neatly and on time.

Teachers are expected to:

- Assign quality homework that is an extension of the class work and enhances what is taught in the class.
- Teach study skills to their students, including note taking procedures, assignment completion techniques, productive use of study time and test prep.
- Work together to provide a balance of homework.
- Hold students accountable for the completion of homework

## **ACADEMIC INFORMATION / GRADING SCALE**

The grading scale for Red Bud Elementary School is as follows:

A	93-100	Excellent
B	85-92	Above Average
C	75-84	Average
D	65-74	Below Average
F	0-64	Failing
S		Satisfactory
U		Unsatisfactory
I		Improvement Needed
P		Pass
F		Fail
3		Meets/Exceeds Grade Level Standards
2		Approaching Grade Level Standards
1		Does not Meet Grade Level Standards

## **HIGH HONORS AND HONOR ROLL**

Students in grades 6-8 are eligible for honor roll. Students with a grade point average of 3.6-4.0 in academic classes will achieve high honors and students with a grade point average of 3.0-3.5 will achieve regular honor roll. Regardless of the grade point average, to be on the honor roll, students may not have more than one “C” in any class and may have no “D” or “F” grades.

## **PROMOTION AND RETENTION STANDARDS**

The Red Bud Elementary School Guidelines for promotion or retention are based on the premise that all students differ in experiences, abilities, interests, attitudes, and in their level of growth and development. Based upon the above statement, each child will be placed in the grade or group that is considered best for that particular child. It is not our policy to promote students to the next grade based upon the child’s age.

The administration and instructional staff will carefully weigh all of the above factors before a decision is made.

The criterion for promotion or retention will be based upon the following:

1. Social, emotional, and academic needs of the student;
2. Successful completion of the grade level curriculum;
3. Unique circumstances or events that have occurred during the school year;
4. Successful completion of IEP goals, if applicable;
5. If the student’s primary language is other than English;
6. If warranted, the completion of an accredited summer school program for a one time opportunity

In all cases, the decision will be rendered in the best interest of the student and his/her educational future. Students who fail two or more core academic classes will not be promoted to the next grade level unless one of the above criterion is met. In an effort to keep parents well informed as to their child’s academic progress throughout the year, the Red Bud Elementary faculty will be posting student grades on the school’s Teacherease web-based data system.

This password protected link will allow parents access to their child’s grades on a weekly basis. Although grades from the previous week may not be entered immediately, this link will allow parents to stay informed of their child’s academic status on a regular basis.

## **STANDARDIZED TESTING**

Students and parents/guardians should be aware that students in all grades will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school’s ability to continue to prove its success in the state’s standardized tests.

## **PERFECT ATTENDANCE**

To receive a perfect attendance award at the end of the school year students must be present a full day on every day school is in session. A student who is involved in a school-sponsored activity is considered to be “present” at school. Students who are tardy or leave school early, for any reason, are not considered for perfect attendance.

## **GRADUATION**

The graduation ceremony and related activities are considered to be privileges rather than a right. Therefore, the school reserves the right to remove any student from the graduation ceremony.

A student’s right to participate in the graduation ceremony and related activities will be determined by the principal.

The following guidelines will be used by the principal for denying participation in the ceremony:

- a) The student failed two or more subjects;
- b) The student has been suspended out of school for more than five days during the school year;
- c) Fees and/or fund raising money for which the student is responsible have been paid
- d) The student displayed inappropriate behavior;
- e) The student is inappropriately dressed: boys are expected to arrive for the ceremony in long slacks, shirt, with dress shoes-girls are expected to wear a dress/slacks, with dress shoes.

## **PHYSICAL EDUCATION**

Pupils enrolled in the public school are required to engage in daily physical education as prescribed by state law. Excuses must be submitted to the instructor by a pupil's parent or guardian if the student is unable to participate in physical education for a period of time not to exceed four consecutive days. If a student must be excused from physical education for a period of time exceeding four days, a written and dated excuse is needed from a person licensed under the Medical Practice Act. If the doctor does not put an ending date on the excuse, the excuse must be renewed by the doctor every two weeks.

If a student is unable to participate in physical education for more than ten days (not consecutive) in one quarter, a written note is required from a person licensed under the Medical Practice Act. After a doctor's note is received, a dated note from the doctor must be received in order to resume physical activity. If any note to restrict physical activity is received, please remember that the restriction includes recess time and school sponsored athletic activities.

## **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Physical Education

## **ACADEMICS AND ATTENDANCE AT AFTER-SCHOOL ACTIVITIES**

Part of the wonderful experience of going to Red Bud Elementary School is the opportunity to attend the countless after-school activities that are offered throughout the year. However, students should understand that it is a privilege to attend these after-school activities. Also, students must recognize that our academic expectations for our students go beyond the end of the school day. Students may attend extra-curricular events only if they are in attendance for at least the second half of the school day. An exemption may be made for students who miss school for a verified medical appointment. Students in 5<sup>th</sup> grade or below must be accompanied by an adult at after-school events. Any students who are failing one or more classes will not be allowed to attend extra-curricular events. Eligibility will be checked on a weekly basis.

If for any reason a student leaves the building during an after-school activity, he/she will not be allowed back in the school building.

## **EXPECTATIONS FOR STUDENT DRESS**

Red Bud Community Unit School District #132 fully reserves the right to disallow any mode or style of dress or appearance that in the judgment of the school administration is unclean, unhealthy, creates a disturbance and/or disruption in the educational process, is a factor in the safety and well-being of an individual student or students, or appears obscene or revealing. All tops must have sleeves, and all clothing must cover cleavage, midriff, and all undergarments. Hats are not allowed except on certain school sponsored hat days. Shorts or bottoms must not reveal the buttocks when standing or seated. The dress code applies to all school events. In addition, students in K-4 need to have tennis shoes each day for PE.

It is the responsibility of parents for students to be knowledgeable of the dress code.

## **STUDENT DISCIPLINE**

### Prohibited Student Conduct

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

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

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - d. 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.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
  - f. 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.
  - g. Over the Counter Medications: includes medicine you can buy without a prescription.

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 firearm or "look alike," 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.
5. Using a cellular telephone, smartphone, smart watch, ear buds, 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. All cell phones, Smart phones, Smart watches, earbuds and similar 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); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. 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 through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse.
12. Being involved with any public school fraternity, sorority, or secret society.
13. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. 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.
16. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
17. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription.
18. 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.

19. Forging signatures.
20. Engaging in public displays of affection including, but not limited to: kissing, holding hands, and groping.
21. Chewing gum in the building or on the playground during school hours.
22. Taking food or drinks to recess or PE (with the exception of water when permission is given).

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.

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

The grounds for disciplinary action 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; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student’s parent/guardian has been notified.

### 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.

## Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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:

(1) A firearm. For the purposes of this Section, “firearm” means 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

“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.

All students should realize that it is necessary for the school to establish certain rules and regulations that tend to foster an orderly learning atmosphere.

The teacher is the person who has the primary responsibility for student control and discipline in the classroom. It is only after repeated intervention attempts and following individual teacher discipline plans that the child be referred to the principal's or assistant principal's office for disciplinary action.

While general guidelines have been established for communication to both students and parents, such factors as the nature or the infraction, the severity of the offense, the student's previous discipline record, the age of the student, and other extenuating circumstances might reasonably be considered to determine the severity of the disciplinary action.

It should be noted that, effective January 1, 1994 Corporal Punishment is not a disciplinary option and is considered a violation of state law and policy of Red Bud Community Unit School District #132. In addition, school officials are prohibited from slapping, prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm.

## **CLOSED CAMPUS POLICY**

During school hours, students are not permitted to leave the campus without permission from the principal's office. Any violation of this rule will be treated as truancy and dealt with accordingly.

## **CHEATING AND PLAGIARISM**

Students who are suspected and verified to be cheating on an assignment, project, or test by either taking information from another student's work and/or giving his/her work to another student for purposes of giving information will receive a 0% on the assignment, project, or test. The incident will be documented on a discipline referral and reported to the office. The parents/guardian will be contacted by the teacher.

Plagiarism is defined by someone using another person's written work and using it as one's own without properly citing that information will receive a 0% on the assignment. The incident will be documented on a discipline referral and reported to the office. The parents/guardian will be contacted by the teacher.

Continued exhibitions of this behavior will result in further consequences to be given by administration. Consequences may include:

lunch/after school/Saturday detentions, alternative classroom, or failure of class.

## **BUS CONDUCT**

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in 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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

During the first week of school, all students are informed and reminded of the bus rules by their teacher and the principal. Because bus safety is so important, consequences for not following bus rules are also made clear to the students at that time. The following are guidelines for the school that will be instituted by the bus drivers and administrators. If a student refuses to obey the rules and regulations as set forth by the school:

First Offense – Student is verbally reminded of the rules by the bus driver and given a chance to correct his/her own behavior.

Second Offense – Written notification is given to principal and the parent is notified. Student is counseled and/or given a detention.

Third Offense – Bus riding privileges suspended for up to three days.

Fourth Offense – Bus riding privileges suspended for up to five days.

Fifth Offense – Bus privileges removed for up to 10 consecutive days.

Sixth Offense – Bus privileges removed for remaining part of the school year.

Serious violations could bypass the above progressive discipline process whereas the student will be subject to immediate removal or suspension per principal discretion. In addition, students may be subject to suspension or expulsion from school for serious school bus violations. Losing the privilege of riding the bus will extend to riding the bus for extra-curricular activities.

## **LUNCHROOM BEHAVIOR**

Students will be expected to follow the Code of Conduct within the lunchroom.

In addition, the following specific rules will be applicable.

- Once seated, students are expected to remain in their seat;
- When going through the line, make every effort to get everything you need the first time through the line;
- When waiting in line, remain standing and in place in line;
- No sharing of food;
- Borrowing money is discouraged, due to the problems that are associated with students not paying debts back;
- No eating at all outside the lunchroom, unless the student has permission to do so;
- Students are asked to make every effort to keep their tables and surrounding areas clean;
- Food or paper or any products should never be thrown in the cafeteria.
- No popping of bags or cartons. Noise levels should be kept to the limits of each individual table;
- When in doubt, consult the staff member assigned to monitor the cafeteria
- Students are limited to taking 1 item per student from the share table. Students who bring lunches from home can take up to 1 milk from the share table, but not the cooler. If no milk is on the share table it must be purchased.

Consequences for inappropriate behavior in the cafeteria include, but are not limited to,

- Verbal warnings;
- Isolation within the cafeteria for an assigned amount of time/days;
- Restitution for theft, destruction or vandalism;
- Loss of cafeteria line privileges for an assigned amount of time/days;
- Request for parental supervision during lunch;
- Assignment to an isolated, alternate lunch setting under the supervision of school personnel.

## **PLAYGROUND BEHAVIOR**

We expect our students, regardless of age, to act appropriately on the playground. Teasing, bullying, fighting, throwing rubber chips, excluding others from recess activities and other such behavior is prohibited. Students are not allowed on school grounds outside of school hours without adult supervision.

## **BULLYING/INTIMIDATION POLICY AND RESPONSES**

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

1. During any school sponsored education program or activity
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for 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.

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

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

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

If reported, the administration will respond to the report by:

1. Meet with all parties involved;
2. Identify the person(s) responsible and document the incident/incidences;
3. Establish a timeline for the proposed response(s) and follow-up;
4. List current and future consequences or remediation to resolve the conflict, when warranted;
5. Contact the parents of those directly involved in an effort to maintain open lines of communication.

If students feel that they are in a bullying situation, they need to seek help from a teacher, a counselor, an administrator or someone within the school they feel that they can trust. Unfortunately, adults within the building may not be aware of a situation. Remember, bullying situations do not usually go away without adult involvement.

When dealing with a bullying incident, disciplinary action may be necessary. Appropriate disciplinary action will be determined by the school administrators. Please note that encouraging others to engage in bullying behavior can also be a disciplined offense. The focus will be on where the immediate problem is – the behavior of the bully. The aim of any intervention will be to stop the behavior and ensure that the student changes his/her behavior.

## **HARASSMENT**

The Board of Education and the Administration have encouraged policies that forbid sexual, racial, or ethnic harassment in any form. Everyone is entitled to a school environment free from disruptive, distressing, or disturbing comments, gestures, jokes, and physical contact. The administration shall have the authority and responsibility to support this policy and assure compliance.

Any person should immediately report such offensive behavior to a teacher, counselor, or administrator. Upon receipt of a complaint of harassment the administration shall interview the complainant, the accused person, and any witnesses to gather the necessary information.

The results of the investigation shall be reported to the superintendent and/or Board of Education. Based on the nature and severity of the offense, the principal shall have discretionary authority in dealing with students. That authority may range from a verbal

warning to suspension from school, with a recommendation of expulsion.

Regardless of the penalty, the parents of the “guilty party” will be informed of the situation.

## **SEXUAL HARRASSMENT AND TEEN DATING VIOLENCE**

Sexual Harassment & Teen Dating Violence Prohibited Sexual Harassment Prohibited Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status; or

2. Has the purpose or effect of:

Substantially interfering with a student’s educational environment

Creating an intimidating, hostile, or offensive educational environment;

Depriving a student of educational aid, benefits, services, or treatment; or

Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

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 Complaint; Enforcement Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator: Mr. Jonathan Tallman,  
815 Locust St., Red Bud, IL 62278, phone 618-282-3507.

Female Complaint Manager:  
200 W. Field Dr., Red Bud, IL 62278, phone 618-282-3858.

## **CONDUCT AT CO-CURRICULAR AND EXTRA-CURRICULAR EVENTS**

Students who attend after-school events must remember that they are representatives of our school. Their conduct is a direct reflection upon our school and our community and must act in a manner that mirrors our daily efforts.

Students are:

1. Expected to act respectful to opposing teams’ fans, players, cheerleaders, and coaching staff;
2. Expected to act respectful to our own teams’ fans, players, cheerleaders, and coaching staff;
3. Expected to be courteous during the playing or singing of the National Anthem, warm ups, player announcement, and award presentations;
4. Expected to stay seated during the game or match, or until an extended break in play;
5. Expected to observe all school conduct rules and behavioral expectations;
7. Expected to cheer appropriately and not use profanity or engage in uncivilized behavior before, during, or after the game.
8. Expected to have made transportation arrangements before the end of the game.

Failure to follow the above expectations will result in disciplinary action that may include: removal from the activity, banned from school events, detention(s), suspension, or expulsion from school.

## **DISCIPLINE**

Good student discipline is an essential part of a positive learning environment. Students must remain aware at all times of the reason for attending school and the importance of maintaining a quality learning environment. Each individual teacher establishes class rules and students are expected to obey those rules. Most students desire to abide by school rules and rarely require discipline, particularly when they are aware of the rules and expectations, but occasionally consequences must be established to ensure student discipline. The following consequences may be assigned:

## **DETENTION**

Detention is a period of time when students are assigned to stay in at lunch or before / after school, or Saturday for some infraction of school rules. In grades K-5 detention will usually be assigned during the school day except in extreme circumstances. Skipping detention will result in additional detentions being assigned. Students who accumulate five or more detentions per semester may be subject to further disciplinary actions.

1. Detention will be assigned by the principal or assistant principal.
2. All assigned detentions will take precedence over extracurricular activities.
3. Detention will usually be served on Tuesday or Thursday from 3:00-3:45 p.m.
4. During detention, students may work on homework or read acceptable material.
5. Talking or sleeping will not be permitted.
6. Unacceptable behavior in detention will result in additional consequences.
7. Skipping detention will result in additional detentions or suspensions.  
Teachers also have the option of holding noon detention in their classrooms for violations of classroom rules.
8. **Saturday detentions** can also be assigned, as a consequence, if lunch or before/after-school detentions are not successful in changing the unwanted behavior.
9. Failure to attend a Saturday detention may result in Alternative Classroom or Suspension. This is left at the discretion of the administration.

## **TARDIES**

We expect students to arrive in their classrooms on time and ready for the class period with the appropriate items. Failure to do so will result in a tardy for the first class period. If three tardies are accumulated in the same class in one quarter, a lunch detention will be assigned. After serving two lunch detentions in a quarter for tardies, an after-school detention will be assigned. If tardies continue to accumulate, Saturday detention, or Alternative Classroom will be assigned.

## **ALTERNATIVE CLASSROOM (ACR)**

During an ACR, the student must remain in the alternative room during the entire school day and must complete all assignments given by teachers. Students who misbehave during ACR may be suspended out of school.

## **SUSPENSION**

Suspensions are at the discretion of the principal or assistant principal. Students who are suspended will be prohibited from attending any evening school function. The student will also be expected to make up the work to receive credit for each class missed on the day the student's suspension is lifted. An informal hearing will be held by the administration before a student is suspended from school. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges. Should an assigned suspension fall on a day of days that school is canceled, the suspension will be served the next date(s) in which school is in session.

## **EXPULSION**

Expulsion constitutes a student being removed and not permitted to return to school for up to two years. Expulsion is considered only in extreme cases and is usually the result of repeated serious offenses for which other consequences have proven ineffective. However, in some cases, such as an assault on personnel, bringing weapons to school, possession, sale, or use of controlled substances, and other more serious offenses, expulsion may be the only appropriate recourse for the district to pursue. Only the Board of Education may expel a student.

A formal hearing, before the Board of Education, will be held in all expulsion cases. Students who appear before the Board of Education in an expulsion hearing have the right to have an attorney present.

## **RE-ENGAGEMENT OF RETURNING STUDENTS**

The building principal or designee shall meet with a student returning to school from suspension, expulsion or alternative school setting. The goal 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 to complete or make-up missed work for equivalent academic credit.

## **INTERVIEW WITH POLICE**

Police officers may question a student under 18 years of age if the principal or his/her designee feels that there is a just cause. The parent is to give permission if a contact is possible. If it is not possible, the principal or the designee is to make the determination. With or without the parent's consent, the principal, or his/her designee is to sit in on the questioning, which is done in private. The principal is to make certain the student is questioned quietly, not subjected to pressure, and the officer informs the student of his/her rights.

## **INAPPROPRIATE USAGE OF DEVICES**

It is against school rules for a student to use a cellular or smart telephone, smart watch personal digital assistants (PDAs), laser pointers or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules.

Kindles, nooks, electronic readers, or electronic equipment may be permitted by the authorization of individual teachers for independent reading only. The school and teacher are not responsible for broken or loss of equipment.

Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off, in your locker, and out of sight during the regular school day unless the supervising teacher grants permission or use of the device is provided in a student's IEP. Consequences for such usage/possession include warnings, detentions, confiscation of the item(s), parent notification, or suspension if necessary.

## **POSSESSION OF CELLULAR PHONES**

Failing to follow the above directions will result in the following action:

First Offense: Confiscation of the electronic device by a school staff member, a written referral will be issued, and the confiscated item will be returned at the end of the day, if requested.

Second Offense: Confiscation of the electronic device by a school staff member, assign an after school detention, and the confiscated item will be returned at the end of the day to the student's parent/guardian.

Third Offense: Confiscation of the electronic device by a school staff member, assign an ACR, and the confiscated item will be returned at the end of the school year to the student's parent/guardian.

Failure to relinquish the requested electronic items by the student to a staff member will be viewed as being non-compliant and may result in further disciplinary action.

## **STUDENT LOCKERS**

All lockers are the property of the school, and school officials have the right to search any locker at any time with or without the student's permission. If an item that is not permitted at school is found in a student's locker, then the student is responsible for that item and is subject to action. In an effort to eliminate confusion, students are expected to take all books and materials for morning classes before first hour and for afternoon classes at the end of the lunch hour.

If a student is having difficulty opening his or her locker at these times, the student should proceed to class as not to be tardy. The student should explain the problem to the teacher and request a hall pass to return to the locker or to report the problem to the office.

## **LIBRARY**

All students have library privileges at Red Bud Elementary School and are strongly encouraged to utilize the resources of the library. All students whose schedules permit in the primary grades, will have an opportunity to check out books weekly. Students

in grades 6-8 whose schedules permit will receive weekly library instruction.

Students may use reference materials and check out books for reading at home. Library privileges may be suspended at any time for students whose behavior is improper in regard to the library. Improper behavior includes but is not limited to not returning books or materials on time, damaging books or materials, etc.

Eighth Grade students will have an opportunity to explore the library at Red Bud High School. They will also have a chance to check out, read, and research books available. A permission slip will be given to parents in the event you would not like for your child to participate in this experience.

## **PROPERTY**

If a student accidentally damages, defaces, or loses school property, then the student and the parents are responsible for paying for repair or replacement of damaged property. This is meant to include textbooks, equipment, windows, playground equipment, etc. In the case of intentional damage or vandalism, the student will be disciplined, will be required to pay for the damages, and will be considered for prosecution. Students should not bring large sums of money, toys, or other valuables to school. The school is not responsible for lost or stolen items.

## **SHOW AND TELL**

Students are not allowed to bring items from home that violate the school handbook, such as antique weapons, knives, ammunition, swords, explosive devices, look-a-like items, animals/family pets, or items that may be deemed a danger to the safety and well being of our elementary students and staff. Please call your classroom teacher if you have questions about your child's "show and tell" selection.

## **STUDENT VISITORS**

Student visitors are not permitted during the school day or at dances.

## **DRESS CODE FOR PHYSICAL EDUCATION CLASS K-5 & 6-8**

### **Grades K-5:**

Tennis shoes are required for physical education class. Light colored soles are strongly recommended, however, colored soles may be worn as long as they do not leave marks on the gym floor.

### **Grades 6-8**

Students will be assigned a combination lock and locker in the dressing room. It is the responsibility of the student to maintain the confidentiality of the combination. The P.E. locker is used for storing one's physical education clothes and valuables during class. Each student is responsible for the contents of his or her locker.

Students will be required to purchase and wear RBES uniformed P.E. athletic wear, which can be purchased during the fall registration or from the physical education teachers. A minimum of two t-shirts and one pair of shorts are required. Students must print their last name, in permanent ink, on each item of clothing. Uniforms may not be altered in any fashion. Failure to wear the required uniform will reflect negatively on one's grade. Tennis shoes and white socks are required for physical education class. Students should have non-spray deodorant. Lotions and sprays are prohibited. (i.e. perfume, cologne, hair spray, etc.)

Students in 6<sup>th</sup>-8<sup>th</sup> grades who do not dress out for PE will face the following consequences per quarter:

1<sup>st</sup> offense: warning

2<sup>nd</sup> offense: phone call home

3<sup>rd</sup> and 4<sup>th</sup> offenses: lunch/recess detention

5<sup>th</sup> offense and beyond: after-school detention for each no-dress

## **GRADING SYSTEM FOR JUNIOR HIGH PHYSICAL EDUCATION**

Quarterly grades for students in grades sixth through eighth grade will be comprised of participation (40%), dress (40%), and summative assessments (20%).



## Exemption from Physical Education Requirement:

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

## **STUDENTS AND THEIR PERSONAL EFFECTS**

School administrators or their designees, may search a student and/or other student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch box, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner which is reasonable, related to the objectives of the search, and not excessively intrusive in the light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- outside the view of others, including students;
- in the presence of a school administrator or adult witness;
- by a teacher or administrator of the same sex.

Immediately following the search of a student, a written report shall be made by the school authority that conducted the search. The report shall be submitted to the Superintendent. The parents/guardians of a student searched in accordance with this policy shall be notified of the search as soon as possible.

## **SCHOOL PROPERTY**

School property (e.g., lockers or desks, etc.) may be searched by the principal or his/her designee, as a means of protecting the health, safety, or welfare of the district, its employees and students, without notice to or consent of the student and without a search warrant if there is reasonable ground to suspect the production of evidence that a school rule or a law has been violated.

## **SAFETY DRILL PROCEDURES AND**

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 drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

## **SEIZURE OF PROPERTY**

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

## **STUDENT BIOMETRIC INFORMATION**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## **CHROMEBOOK/IPAD STUDENT USER AGREEMENT AND PARENT PERMISSION FORM**

The policies, procedures, and information within this document apply to all Chromebooks/Ipads used at Red Bud CUSD #132 by students, staff, or guests including any other device considered by the Administration to fall under this policy.

Teachers may set additional requirements for Chromebook/Ipad use in their classroom.

### **Chromebook/Ipad Loan**

The Chromebooks/Ipads are owned and maintained by Red Bud CUSD #132. Your use is limited to and conditional upon your full and complete compliance with this Student User Agreement and the Red Bud Acceptable Use Policy (available for review at <http://goo.gl/iVxd8w>)

### **Financial Responsibility for Loss**

If the Chromebook/Ipad is lost or stolen, the student's parent or guardian is responsible for the cost of replacement. You must pay all fees promptly. Loss by theft must be reported to District by the next school day after the occurrence.

### **Chromebook/Ipad Care**

Students are responsible for the general care of the Chromebook/Ipad they have been issued by the school. Chromebook/Ipad that are broken or fail to work properly should be promptly reported to the school Help Desk located in the high school library or junior high computer lab. Loaner devices may be issued to students when they turn their Chromebook/Ipad in for repair. Students are also responsible for the care of the loaner while in their possession.

### **School Use**

Chromebooks/Ipads are intended for use at school each day. Students are responsible for bringing their Chromebook/Ipads to school following evenings that they are permitted to take the device home on an as needed basis. Disciplinary action may apply for students not bringing their device and/or not properly charging it.

### **Operating System**

Students may not use or install any operating system on their Chromebook/Ipad other than the current version of Chrome OS that is supported and managed by District 132. The Chromebook/Ipad operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebook/Ipad.

### **Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook/Ipad. The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of issued Chromebook/Ipad at any time for any reason related to the operation of the district. By using a Chromebook/Ipad, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the activity on student Chromebooks/Ipads.

### **Term of Agreement**

Your right to use and possess the Chromebook/Ipad terminates no later than the last day of the school year, unless terminated earlier by District #132.

### **Storing Your Chromebook/Ipad**

You will be provided with a school issued case. Chromebooks/Ipads must be in a case when moving from one area of the building to another and when taking your Chromebook/Ipad to/from home when permitted.

### **Managing Your Files and Saving Your Work**

The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection. Students should always remember to save frequently when working on digital media. The district will not be responsible for the loss of any student work.

### **Repossession**

If you do not timely and fully comply with all terms of this Chromebook/Ipad Use Agreement, including the timely return of the Chromebook/Ipad, District 132 shall be entitled to direct you to return the Chromebook/Ipad, or come to your place of residence or other location of the device to take possession of the Chromebook/Ipad. Failure to return the Chromebook/Ipad may subject the student to discipline and will make the parent/guardian liable for the replacement cost of the Chromebook/Ipad.

### **Loaning or Borrowing Chromebook/Ipad**

The student will not lend their Chromebook/Ipad to another student, borrow a Chromebook/Ipad from another student, and will

not share their password with another student. Access to another student's account or Chromebook/Ipad is strictly prohibited and is considered hacking and is unacceptable.

### **Illegal Downloading**

Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution. Copyright infringement could lead to limitation or suspension of District 132's internet services. The student's Chromebook/Ipad will be confiscated if the student is found with illegally downloaded or distributed files on his or her issued device.

### **Chromebook/IPad Repairs & Pricing**

A portion of your Technology Fee goes toward insuring your Chromebook/Ipad. All fines will be assessed by building administration.

- Estimated Replacement Costs (lost, stolen, or unrepairable due to negligence)
  - Case-\$15
  - Charger-\$42
  - Cracked or damaged screen-\$150
  - Total Device Loss/Unrepairable (with or without charger)-\$300

### **Chromebook/IPad Student User Agreement and Parent Permission Form**

As a user of the District #132 computer network and recipient of a Chromebook/Ipad, I acknowledge receipt of and hereby agree to comply with the Chromebook/Ipad Student User Agreement and with the Acceptable Use Policy/Internet Protection Act contained in District 132's Student Handbook.

Student Name (PRINT) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Parent Permission Form**

By signing below as the parent or legal guardian of the student signing above, I agree to the student being issued a Chromebook/Ipad under the terms in this Agreement, and I assume financial responsibility for loss of or damage to the Chromebook/Ipad per this Agreement. I grant permission for the student named to access networked computer services and school computer hardware.

I acknowledge receipt of and hereby agree to comply with the Red Bud CUSD #132 Chromebook/Ipad Student User Agreement and with the Acceptable Use Policy/Internet Protection Act contained in the district's Student Handbook.

I understand that some materials on the Internet may be objectionable, and I understand and accept the risk that the student may access objectionable material. I accept responsibility for guidance of the student's Internet use—setting and conveying the school's and my own standards, procedures and rules when selecting, sharing, or exploring information and media.

Parent/Guardian Name (PRINT) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### **INTERNET ACCEPTABLE USE POLICY – RED BUD C.U.S.D. 132**

#### **TO PARENTS:**

Red Bud C.U.S.D. #132 now has the technological capability to broaden your child's educational experiences through the use of the Internet. Students and staff alike will have access to the Internet information highway which connects computers and users to the global network community.

Features available via the Internet may include the following:

- e-mail (communication with other e-mail accounts)
- world wide web researching tools which link on to educational and governmental sources, museums, libraries, consumer services, etc.
- educational newsgroups, discussion groups, chat rooms which will build connected learning communities.

## RESPONSIBILITY CONCERNS:

With this expanded access and opportunity also comes added responsibility. You and your child should read and discuss the following guidelines and policies so you will understand your responsibilities and accountability for your actions as Internet users.

As with most innovative tools and advancements, the Internet may be used positively or negatively. Our purposes are to positively assist your child in expanding his/her research, communication and writing skills and to broaden scientific and cultural knowledge and understanding of the global community, which is now accessible through our classrooms and homes.

Although your student's use of the Internet will be supervised by staff, one-on-one constant watchfulness is not possible; and the District cannot guarantee that your child will not gain access to inappropriate materials. Ultimately, parent(s) or guardian(s) are responsible for conveying the standards that their child or ward should follow. Under teacher supervision and in correlation with curriculum goals, your child's learning will be broadened and class assignments will be completed using the Internet in the classroom setting. If you do not wish your child to use the Internet, you must sign a form available in the office.

### Specific User Responsibilities:

Internet use is for educational purposes and is a privilege, not a right. Appropriate ethics, rules, communication manners, and Internet etiquette should be followed.

### Specific Supervisory Responsibilities:

The School Board's goal is to include the Internet in the instructional program to promote educational excellence and advancement by facilitating resource sharing, research, and communication.

Building principals shall act as "system administrators". The system administrator will decide what is considered inappropriate use and his/her decision is final as to termination or continuance of Internet access.

Electronic communications and downloaded materials may be monitored or read by school officials.

## TERMS AND CONDITIONS OF INTERNET ACCESS AND USE:

**ACCEPTABLE USE** – Access to the District's Internet must be used for the purposes of education and must be consistent with the educational objectives of the School District.

### Network Etiquette:

1. Be polite. Do not be sarcastic or abusive.
2. Use appropriate language. Do not swear or use vulgarities.
3. Do not reveal personal addresses, e-mail addresses, or telephone numbers of students or colleagues.
4. Recognize that e-mail is not private. Service providers who operate the system have access to all mail and messages relating to illegal activities may be reported to authorities.
5. Do not use the Internet in any way that would disrupt its use by other users. Consider all communications and information.

**PRIVILEGES** – Internet access and use is a privilege, not a right. Building principals shall act as "system administrators". The system administrator will decide what is inappropriate use, and his/her decision is final as to termination, suspension, or continuance of Internet access.

### UNACCEPTABLE USE:

1. Using another person's password.
2. Using another person's files, system, or data without permission.
3. Using computer programs to decode passwords or to access control information.
4. Attempting to circumvent or subvert system security measures.
5. Engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating viruses, damaging files, or disrupting service.
6. Making or using illegal copies of copyrighted software, storing such copies on school systems or sending them over the network.
7. Using mail service to harass others.

8. Intentionally wasting computer resources.
9. Searching randomly using sensational topics or words that might lead to objectionable graphics and information.

## **ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES**

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

## **NOTICE OF THE USE OF PESTICIDES**

Public Act 91-0525 requires schools to provide notification of pesticide application and management procedures. Please be advised that interior pesticide applications are regularly scheduled for the first Saturday of each month. Interior applications are conducted in areas where a need has been identified. Occasional outdoor applications of pesticides are also made. Students and staff members with special sensitivities to pesticides are encouraged to notify the school nurse. The nurse will maintain a registry of those who have a history of sensitivity to pesticides.

## **EXTRA-CURRICULAR ACTIVITIES**

Activities available to students at various grade levels at Red Bud Elementary School include: basketball, baseball, softball, volleyball, track, yearbook, band, chorus, Junior Beta Club, the annual Christmas program, the Language Arts Festival, Chess, Science Fair, Scholar Bowl, Art Club, Math team, LEGO League.

The following sports are available to students in the listed grade levels. If, at any time, there is not a sufficient number of athletes to appropriately field a team at a given grade level, students from one grade lower will be allowed to try out for that one year time period. The sufficient number will be decided by the athletic director and the principal.

-6<sup>th</sup> -8<sup>th</sup> grade – softball, baseball, girls' basketball, track, volleyball, boys' basketball, cross country, and cheerleading

## **ELIGIBILITY REQUIREMENTS FOR STUDENT ATHLETES**

Guidelines for eligibility have been established using contest regulations of the IESA and SIJHSAA.

1. To be eligible to participate on an athletic team, the students shall be doing passing work in all five of the academic school subjects (Reading, English, Math, Science, and Social Studies). Also included in the grade check will be the CALM classes. Any athlete that has an F in two or more CALM classes at the time of grade check will be declared ineligible for the next week.
2. Grades will be checked on Thursday at 2:00 p.m. or the next to last school day of every week. Ineligibility will begin on Friday following the grade check. Grade checks will begin the second week of each quarter. Grades will only be checked the first week of the quarter if an athlete was failing the previous week. All grade checks will be final at the time of the grade check. The Athletic Director will then notify the coach(es) of the eligibility of all student athletes on their team.
3. Students who fail an academic class at the end of the year are ineligible to compete at the beginning of the next school term. If his/her grades are passing in all five academic areas at the first grade check of the new term, he/she could be reinstated.
4. No student shall be permitted to compete in any interscholastic sport unless, within the current year and preceding a game or a practice, he/she shall have filed with the athletic director a certificate of physical fitness issued by a physician. No athlete shall be allowed to participate following a disabling injury or illness without a physician's release.
5. No student shall be eligible for more than one year of participation in any sport for any grade level, unless withdrawal has been because of a disabling illness.
6. Contestants who have reached their 15<sup>th</sup> birthday prior to August 15 are not eligible to compete in any sport.

7. Seventh grade students who have reached their 14<sup>th</sup> birthday prior to August 15 are not eligible to compete in any sport.
8. A contestant shall always have contested under his/her own legal name.
9. A contestant shall be an amateur and must never have used his/her athletic ability for remuneration.
10. A student transferring from one school district to another during the first ten days of the school year becomes eligible on the first day he/she enters school in the new district provided that a legal residence is maintained by; his/her parents or legal guardians in the new district. Students transferring after ten days become eligible after twenty-one days. Students who are placed in foster homes or assigned legal residence by the courts of the State of Illinois become eligible for athletic competition on the day they are placed in the home.
11. Students participating in athletics and cheerleading must have school insurance or a waiver signed by the parents and pay the activity fee.
12. A student/athlete must attend school at least one half on the day of the contest in order to participate. A verified medical appointment on the day of the contest is an exception to this rule. Any other exceptions must be approved by the principal or athletic director.
13. If a student athlete receives an Out-of-School Suspension during the season they will be removed from that team for the remainder of the season.
14. A student/athlete must abide by all conference and association rules. Failure to follow all rules will result in immediate suspension and/or dismissal from the team.

## **ATHLETIC POLICY**

The privilege of participating in our athletic program is extended to all students regardless of sex, providing they are willing to assume certain responsibilities. The greatest responsibility of an athlete is to be a credit to his/her parents, school, community, and self. Therefore, it is required that the athlete:

- Display high standards of social behavior, outstanding sportsmanship, respect for authority, and a spirit of cooperation
- Dress appropriately
- Keep him/herself neat, clean, and socially presentable at all times
- Use language that is socially acceptable (profanity, vulgarity, and obscene gestures will not be tolerated on or off the field of play)

## **CODE OF CONDUCT REGARDING ALCOHOL, TOBACCO, AND NON-PRESCRIPTION DRUGS FOR PARTICIPATION OF EXTRA-CURRICULAR ATHLETES**

Training rules are a matter of self-discipline. The best performance the individual is capable of producing comes only when the individual is willing to sacrifice his/her time and effort toward a conditioned training program.

The following "Code of Conduct" will be followed by all participants in athletics at Red Bud Elementary School. Student athletes will abstain from using, possessing, acquiring, or distributing alcohol, tobacco, and non-prescription/mind altering drugs for the entire calendar year.

Once a student-athlete attends his/her official practice, he/she becomes subject to the above stated code and the following consequences for the remainder of his/her elementary school athletic career. However, violations will start fresh at the beginning of each school year.

All reported violations will be investigated and addressed by the administration. The student-athlete will receive due process during the investigation. Conviction by the court system will waive due process and appropriate disciplinary action will be taken. Alcohol and drug violations will be cumulative during the student-athletes grade school career. If a student-athlete transfers into the Red Bud District, and has athletic code suspensions with another district, those infractions will carry over onto that student-athlete's cumulative record at Red Bud Elementary School. Suspensions will begin with the next available date and must be served consecutively (including postseason events and stand alone events). Suspensions must be completed in full and

may carry over to the following year.

### **FIRST VIOLATION: If a first violation occurs:**

- The student-athlete will be suspended from all interscholastic programs participated in for one calendar year from the date of the violation (listed below).

Baseball (5 games)	Volleyball (6 games)
Softball (5 games)	Track (2 meets)
Girls Basketball (6 games)	Scholar Bowl (4 meets)
Boys Basketball (6 games)	Chess Club (3 meets)
Cheerleading (4 games)	

- The suspension will take effect immediately upon notification to the athlete of the violation.
- A student will be permitted to practice with their respective teams throughout their suspensions with the approval of the coach and parent, except when prohibited by school suspension.
- **Voluntary admission** to a smoking, drug, or alcohol offense within 48 hours of the infraction may result in a reduction of disciplinary action for a **first offense only**.

**SECOND VIOLATION: If a second violation occurs:**

- If the student-athlete violates the code of conduct a second time during the same sport during the same season, they will be dismissed from the team for the remainder of that season. The athlete will then be suspended for all interscholastic programs participated in for one calendar year from the date of the violation (listed below).
- If the student-athlete violates the code of conduct a second time, but not in the same sport, the student-athlete will be suspended from all interscholastic programs participated in for one calendar year from the date of the violation (listed below)

Baseball (10 games)	Volleyball (12 games)
Softball (10 games)	Track (4 meets)
Girls Basketball (12 games)	Scholar Bowl (9 games)
Boys Basketball (12 games)	Chess Club (5 meets)
Cheerleading (8 games)	

- The suspension will take effect immediately upon notification to the athlete of the violation.

**THIRD VIOLATION: If a third violation occurs during their grade school career**

- The student-athlete will be suspended from all grade school interscholastic programs listed for the remainder of their grade school career.

**VERIFICATION:**

The following people may verify that a student has violated the above stated code of conduct:

- certified district employees
- law enforcement officers
- parents reporting their own children
- school board members
- all other situations will be checked into by the athletic director

**ADMINISTRATIVE RIGHTS**

The intent of the Athletic Code of Conduct is to cover violations for the use of alcohol, drugs, and/or tobacco. However, student discipline for other misconduct is not limited to only the use of those substances. The Superintendent, Principal, Assistant Principal, and Athletic Director reserves the right to levy sanctions against any student athlete that behaves in such a way, in or out of the athletic arena, which is harmful to the integrity and reputation of Red Bud Community Unit Grade School District 132.

Student-athletes that participate in Extra Curricula Activities are to be held to a “higher level” when it comes to behavior. Coaches are encouraged to discipline student-athletes in their charge for behavior that is detrimental to the team, sport, program, or school.

Each head coach in the various activities offered at Red Bud Grade School is responsible for establishing the basic training rules for their activity. The coach is responsible for explaining those rules to the team members and to see that each member and their parents receives a copy of those rules. The rules established by the coach exist in conjunction with the above district rules and regulations.

## Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

### Symptoms may include one or more of the following:

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Headaches</li><li>• “Pressure in head”</li><li>• Nausea or vomiting</li><li>• Neck pain</li><li>• Balance problems or dizziness</li><li>• Blurred, double, or fuzzy vision</li><li>• Sensitivity to light or noise</li><li>• Feeling sluggish or slowed down</li><li>• Feeling foggy or groggy</li><li>• Drowsiness</li><li>• Change in sleep patterns</li></ul> | <ul style="list-style-type: none"><li>• Amnesia</li><li>• “Don’t feel right”</li><li>• Fatigue or low energy</li><li>• Sadness</li><li>• Nervousness or anxiety</li><li>• Irritability</li><li>• More emotional</li><li>• Confusion</li><li>• Concentration or memory problems (forgetting game plays</li><li>• Repeating the same question/comment</li></ul> |
|--|---|

### Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

### **What can happen if my child keeps on playing with a concussion or returns too soon?**

Adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport  
Document created 7/1/2011

## Concussion Information Sheet

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete’s safety.

### **If you think your child has suffered a concussion**



Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember, it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

[http://www.cdc.gov/ConcussionInYouth Sports/](http://www.cdc.gov/ConcussionInYouthSports/)

\_\_\_\_\_  
Student-athlete Name Printed

\_\_\_\_\_  
Student-athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Legal Guardian Printed

\_\_\_\_\_  
Parent or Legal Guardian Signature

\_\_\_\_\_  
Date

Adapted from the CDC and the 3<sup>rd</sup> International Conference on Concussion in Sport  
Document Created 7/1/2011

## **REASONABLE SUSPECION STUDENT DRUG AND ALCOHOL TESTING**

**xxx**

### **Purpose.**

The Board of Education of Red Bud Community Unit School District No. 132  
Recognizes the dangers associated with the use of illegal drugs and the abuse of alcohol.

The Board of Education of Red Bud Community Unit School District No. 132 recognizes that the use of illegal drugs  
and the abuse of alcohol pose a serious threat to the school system, the students, and the community.

The Board of Education of Red Bud Community Unit School District No. 132 and its employees are committed to  
maintaining drug-free schools for the safety and health of the students and employees.

Adoption of a Reasonable Suspicion Student Drug and Alcohol Testing Policy is necessary to further the Board of  
Education's existing policy regarding disciplinary action for students found to be in possession or under the influence  
of illegal drugs or alcohol while on School District property, on a school bus or at school-related functions.

## **Policy.**

It is the policy of the Board of Education of Red Bud Community Unit School District No. 132 to maintain an alcohol and drug-free educational environment. Pursuant to this policy, the Board of Education prohibits students from being under the influence of illegal drugs and/or alcohol and prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs, lookalike drugs or alcohol by students while on school district property, on a school bus, or at school-related functions.

## **Penalty.**

Any student who violates this policy shall be subject to suspension from school and expulsion from school for a maximum period of no more than two (2) years, subject to applicable due process.

## **Definitions.**

**Illegal Drugs:** For the purpose of this policy, an “illegal drug” means a controlled substance as defined under Federal Law or in the Illinois Controlled Substances Act, 720 ILCS 570/100, or cannabis as defined under the Federal Law or in the Cannabis Control Act, 720 ILCS 550/1/

**Look-alike Drugs:** “Look-alike drug” means a substance, other than a controlled substance which (1) by overall dosage unit appearance, including shape, color, size, markings or lack thereof, taste, consistency, or any other identifying physical characteristic of the substance, would lead a reasonable person to believe that the substance is a controlled substance, or (2) is expressly or impliedly represented to be a controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance.

**Reasonable Suspicion:** Reasonable Suspicion is suspicion based on specific facts, taken together with rational inferences from those facts. Occurrences that lead to reasonable suspicion that an individual student is under the influence of illegal drugs or alcohol may include of one or more of the following, which are provided for the guidance of administrators:

- a. The student displays physical symptoms or manifestations of illegal drug or alcohol use such as altered or slurred speech or repeated incoherent statements; dilated or constricted pupils, flushed skin, excessive sweating; excessive drowsiness or loss of consciousness without reasonable explanation.
- b. The student displays unexplained, abrupt or radical changes in behavior such as violent outbursts, hyperactivity, extreme suspiciousness, frequent and/or extreme fluctuations of mood swings without reasonable explanation.
- c. The student displays the inability to walk steadily or in a straight line, or perform normal manual functions without reasonable explanation.
- d. The smell of alcoholic beverages and/or illegal drugs is present on the student.
- e. There has been a direct observation of illegal drug or alcohol use and/or possession by the student.
- f. There has been a report of recent illegal drug or alcohol use and/or possession by the student, provided by a credible source.

**Prerequisites for Test Administration.** If the school administration has reasonable suspicion to believe that a student is engaging in or has engaged in illegal drug or alcohol use, or attendance under the influence on school property, on a school bus or while attending or participating in a school activity, based upon objective facts known to the administration, which may include statements of credible witnesses, the student may be required to submit to urinalysis testing for the presence of illegal drugs or alcohol, and/or breathalyzer analysis for the presence of alcohol. If the student admits such illegal drug or alcohol use or admits he/she is under the influence, or if the evidence is deemed sufficient by the administration to support a finding of a violation of district policy without such testing, then no such testing shall be required.

**Notice.** Prior to a final decision to require a student to submit to such testing, the student will be provided with the information forming the basis for such reasonable suspicion determination (without naming confidential informants),

and will be provided a copy of this policy.

### **Medication.**

The proper use of medication prescribed by a physician is not prohibited. However, students shall not use or take prescription drugs above the level recommended by the prescribing physician and shall not use prescribed drugs for purposes other than those for which they are intended. Furthermore, a student shall not possess, distribute or dispense prescription drugs on school property, on a school bus or school activity. A student subject to drug testing shall provide the medical facility with information regarding prescription medications at the time the specimen is taken. A student who misuses prescription drugs shall be in violation of this policy and subject to disciplinary action, including expulsion, in accordance with Board policy and applicable state law.

### **Testing Procedures.**

Once the administrator has made the determination that a student is to be tested based on reasonable suspicion, the administrator shall set up a test by either arranging transportation of the student, at no cost to the student, to a testing site or contacting a testing agency to arrange onsite testing. Under either scenario, the student must sign the necessary authorization.

“CONFIDENTIAL DRUGTESTING CONSENT FORM” or other documents necessary for the performance of the test and the release of the test results to the Superintendent of Schools or his/her designee.

Once the specimen collection has been completed, the student shall be suspended from school (not to exceed 10 days) until the results of the tests are available. The administrator shall arrange for the student’s parent/guardian to pick up the student from school.

If the student refuses to undergo testing, the student shall be subject to disciplinary action specified in this policy. Upon refusal of a student to submit to a drug and/or alcohol test the administrator shall advise the student that he/she is suspended from school for 10 days and will be subject to expulsion in accordance with Board policy and applicable state law. After informing the student of the disciplinary action the administrator shall arrange for the student’s parent/guardian to pick up the student from school.

Testing for alcohol will be administered by Breathalyzer. Breathalyzer analysis shall be conducted by trained personnel.

**Positive Test.** If a student’s drug test is positive, the student and the student’s parent or guardian (if the student is under 18) will be notified of the positive test results. The student will be subject to disciplinary action, up to and including expulsion for a period not to exceed (2) two years, subject to required due process.

**Refusal to Submit to Testing.** Students who refuse to comply with a request for reasonable suspicion testing under this policy shall be in violation of this policy and subject to disciplinary action, up to and including expulsion for a period not to exceed two (2) years, subject to required due process.

**Confidentiality.** Parents of students who are under 18 and who still have the right of access to student records will receive all information applicable to the testing of their children under this policy. All information and records relating to a student’s participation in the testing program under this policy shall remain confidential and shall be maintained in a separate file.

Adopted: October xx, 2012

Board of Education or Red Bud Community Unit School Dist. No. 132

### **AHERA PUBLIC NOTIFICATION**

In accordance with the Environmental Protection Agency’s Asbestos Containing Materials Schools Rule, Red Bud Community Unit School District #132 Board of Education has submitted the required Management plans and three-year re-inspection reports to the State of Illinois.

These plans, developed by EPA and State of Illinois Certified Inspection and Management Planners, are available to the public. A copy of the report for each school is available in the district administrative office at 815 Locust Street, Red Bud, Illinois 62278. Individual building plans are available in the Maintenance Superintendent's office located at 815 Locust Street, Red Bud, Illinois 62278.

Those wishing to view management plans should schedule an appointment with the District Superintendent at (618) 282-3507. If copying is requested, there will be a charge of \$.25 per page. Copies will be provided within five working days of written requests.

## **TITLE IX SEXUAL DISCRIMINATION**

According to board policy, any student or employee who believes he or she has been discriminated against, denied a benefit, or excluded from participation in any District education program or activity, on the basis of sex in violation of board policy may file a written complaint with the compliance administrator, Jonathan Tallman. He shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days of receipt of the written complaint.

A copy of the written complaint and the compliance administrator's response shall be provided to each member of the board of education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the board indicating with particularity the nature of the disagreement with the response and the reasons underlying such-disagreement. The board shall consider the appeal at its next regularly scheduled board meeting following receipt of the response.

The board shall permit the complainant to address the board in public or closed session, as appropriate and lawful, concerning his or her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

## **CIVIL RIGHTS-EQUAL OPPORTUNITY STATEMENT**

Red Bud Community Unit District #132, Red Bud, Illinois provides educational opportunities for all students who are residents of District #132 without regard to race, color, religion, national origin, sex, or handicapped condition.

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. In addition, this handbook provides for psychological and physical safety of the students through appropriate rules and regulations.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior.

All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline.

## **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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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 15 school 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. The principal will make arrangements for access and notify the

parent/guardian or student of the time and place where the records may be inspected. 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.

**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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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.

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

Gender

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 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**
- 8. 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:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

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

#### **DRIVERS EDUCATION**

Red Bud Community Unit High School recognizes that operating a motor vehicle correctly is a major responsibility which should not be taken lightly. Considering the maturity and wisdom required to safely operate a motor vehicle and the fact that the state mandates a high rate of attendance when a student is enrolled in Driver Education classes (30 clock hours in classroom instruction-normally completed in one quarter), Red Bud Community Unit High School will adhere to the following guidelines when assigning its students into Drivers Education classes: When a high school student meets the legal age requirements as identified in the Illinois School Code 27-24.2, he/she will be scheduled into Driver Education by age (oldest first) if:

1. The Student has passed at least eight academic classes the previous two semesters and four academic classes the semester prior to enrolling in a Driver Education course.
2. The student has not been truant for more than one time for the two quarters prior to Driver Education.
3. The student had not been disciplined for more than three instances of tardies and/or electronic equipment infractions for the two quarters prior to Driver Education.
4. The student has not been disciplined for more than two instances for the two quarters prior to Driver Education.
5. The student has not been disciplined for any major infractions for the two quarters prior to Driver Education. Examples of major infractions include, but are not limited to harassment, bullying, gross misconduct, gross insubordination, alcohol violations, drug violations, use of tobacco, pulling of fire alarms, vandalism, and theft.

Any exceptions to this policy must be approved by administration and the members of the Driver Education department.

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**RED BUD ELEMENTARY SCHOOL- STUDENT HANDBOOK COMPLIANCE FORM**

I have received a copy of the Red Bud Elementary School handbook. I (my child) understand the rules, responsibilities, and guidelines as stated in the handbook. I (my child) agree to abide by these rules and guidelines as stated in the handbook. I (my child) further agree that daily attendance is vital to Academic success and social development at Red Bud Elementary School.

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STUDENT SIGNATURE

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PARENT/GUARDIAN SIGNATURE

**Thank you for reading this document.**

**Please sign and return to your child's teacher.**