



**Dakota Elementary School  
Student and Parent Handbook  
400 Campus Drive  
Dakota, IL 61018**

**2016-2017**

# DAKOTA ELEMENTARY SCHOOL

**400 CAMPUS DRIVE  
DAKOTA, ILLINOIS, 61018**

**Phone Number: 815-449-2852**  
**Fax Number: 815-449-2459**

## Dakota Elementary Administration

**Mr. Jeff Milburn, Principal, Ext. 253**  
**Mrs. Diane Lawson, Secretary, Ext. 252**  
**Mrs. Tammy Webster, Secretary, Ext. 251**

**Dakota CUSD Superintendent – Mr. Robert Prusator**

**BOARD OF EDUCATION**

**Mrs. Collette Binger, President**

**Mrs. Karen Kleckner, Vice President   Mrs. Holly DiModica, Secretary**

**Mrs. Carie Panoske**

**Mrs. Shannon Hansen**

**Mr. Scott Hillman**

**Mr. Frank Nelson**



# *Dakota Community Unit District 201*

400 Campus Drive  
Dakota, Illinois 61018

**BOB PRUSATOR**

Superintendent

815-449-2832 • Fax: 815-449-2459

**ERIC RANKIN**

7-12 Principal

815-449-2812 • Fax: 815-449-2322

**JEFF MILBURN**

PK-6 Principal

815-449-2852 • Fax: 815-449-2459

**Welcome to Dakota Elementary School!** Dakota Elementary School has a student population of approximately 450 students and serves students in grades Pre-K through 6th Grade. Dakota Elementary School has a long history of academic excellence and in developing well-rounded, independent young citizens. We are proud of our school, our students, our staff, and the outstanding community of parents and patrons that provide us with a tremendous amount of support. On behalf of the Dakota school family, it is truly my pleasure to extend a warm welcome to you and your child as we begin the 2016-2017 school year.

The staff of Dakota Elementary School is committed to the process of school improvement. As part of our commitment, several of our staff have worked on recently, or are currently engaged in, professional development centered on Best Practices. For the upcoming school year, our building and District will be continuing our focus on the new, upcoming Common Core State Standards (CCSS), PARCC assessment, and MAPs assessment. The Common Core State Standards, PARCC assessment, and MAPs assessment represent a higher and more challenging benchmark for grade level learning and seek to ensure that our students are on the right path for later college and career readiness. To learn more about the new Common Core State Standards, the PARCC assessment, or the MAPs assessment visit <http://www.corestandards.org/>, <http://www.parcconline.org/>, or <https://www.nwea.org/>.

We extend best wishes for an exciting and productive year in our new school. We are fortunate to have many exciting events for our families to enjoy throughout the school year, and our PTO and staff are always looking for ways to include our entire school community. We hope that you will quickly feel at home and become involved in the activities of our school through the PTO and your child's classroom.

For more information about Dakota Elementary School throughout the school year, please visit our school website at <http://www.dakota201.com/>. Please feel free to contact us if you have questions or need more information.

Sincerely,

Jeff Milburn

Principal

## SCHOOL HOURS

## Pre-K

**AM 8:10-10:45**

**PM 12:20-3:05**

**Grades Kindergarten-6th 8:10 A.M. to 3:05 P.M.**

**For safety's sake, we request that pupils do not arrive at school until 7:50 A.M.**

## Attendance Procedures

If your child is going to be absent from school, you must call by 9:00 A.M. to report the reason.

Dakota School – 815-449-2852

Office Ext. 299

**Children arriving after 8:10 A.M. or 12:20 PM need to report to the office.**

**Parents must sign children in at site office.**

## Arrival and Departure of Students at Dakota School

**IPA 4.20**

### Pre-K - 6<sup>th</sup> Grade Students:

Parental pick-up and drop-off will be in the circle drive in front of the gym. **Please stay with your vehicle while in the circle drive, as it is intended to keep traffic flowing.** All bus pick-up and drop-off will be in front of the building. Parents may park and meet their children at the sidewalk in order to escort them to the parked vehicle. We want to keep our children safe!

## A.M. Procedures – ONE WAY TRAFFIC AROUND THE HIGH SCHOOL

**P.M. Procedures – TWO WAY TRAFFIC IN FRONT OF THE HIGH SCHOOL DUE TO THE BUS LOADING ZONE**

### Special Reminders:

- **State Law: Cell phone use in school zones is not permitted.**
- If you are picking your child up prior to the end of the day for some special reason, appointment, etc., please come to the office to sign your child out. This is a safety precaution, which helps us account for all students at all times.

## **EMERGENCY CLOSING OF SCHOOL**

**PRESS 4:170 IPA 1.90**

In the event of an emergency closing of school, listen to the listed news agencies on your radio. You will also be contacted through Skylert, the online phone system. It is essential to have your most current phone number in order to assure proper communication.

WZOK - Rockford 97.5 FM  
WFPS – Freeport 92.1 FM  
WROK - Rockford 1440AM  
WEKZ – Monroe 1260 AM  
WEKZ – Monroe 93.7 FM

The closing may also be listed on local television:

WREX - channel 13  
WTVO - channel 17  
WIFR - channel 23

**School District Website is <http://www.dakota201.com/>**

## **EMERGENCY DISMISSAL**

**PRESS 4:170 IPA 1.90**

**If there is an emergency dismissal, the district will make every effort to immediately notify parents through our website, Skylert phone system, and the media, if appropriate. Should an emergency occur, please do not call the school, as it may further congest our phone lines and hinder our ability to efficiently respond to it.**

## DAKOTA STAFF

### Pre-K

Kristen Keith

### Kindergarten

Sandra Bahls  
Elizabeth Frautschy  
Amy Taylor

### 1<sup>st</sup> Grade

Anita Bicksler  
Sandy Mennenga  
Beth Rankin

### 2<sup>nd</sup> Grade

Mark Price  
Jackie Spaide  
Tracie Watson

### 3<sup>rd</sup> Grade

Carmon Conderman  
Heidi Ludolph  
Carrie Tresemer

### 4<sup>th</sup> Grade

Erin Bowers  
Jeff Kinney  
Naomi vanEst

### 5<sup>th</sup> Grade

Dave Goeke  
Tami Peterson

### 6<sup>th</sup> Grade

Courtney Gaulrapp  
Melody Graybill  
Julie Ryan

### Library

Michelle Shippy

### Music/Band

Jennifer Fox  
Annette Hackbarth

### Speech

Abby Schroeder

### Physical Ed

Greg Feiner  
Stacy Miller

### Interventionist

Shelby Bordner  
Barb Hickey  
Jennifer Kraft

### Art

Hailey Whittaker

### OT/PT

Deb Hershberger  
Mark Bryan

### Special Education

Maime Curry  
Jessica Loy

### Aides

Gena Ayres  
Sarah Russell  
Diane Grismore  
Katie Trumpy  
Sally Lee  
Bobbi Jo Schlueter  
Rita Koch  
Leta Toelke  
Sandy Crawford  
Jeanine Weiland  
Kris Graybill  
Ashley Wichman

### Kitchen

Shelly Fiene  
Sade McCauley  
Kathy Davis  
Pam Fluegel

### Custodian

Carol Barr  
Jason Buss  
Don McCollum

### Maintenance

Randy Suttman

### Administration

Superintendent – Bob Prusator  
Principal – Jeff Milburn  
Secretary – Diane Lawson  
Secretary – Tammy Webster  
Counselor – Peggy Dieken

### Nurse

Diane Scaduto

### Psychologist

Barb Vines

### Dakota Learn and Play Center

Susan Benters  
Tonya Raab  
Sandy Kotemeier  
Maggie Geiseman  
Juli Schmerse  
Corrie Lipka

## Dakota CUSD 201 Core Values

**Organizational Trust** – We will demonstrate behavior that is characterized by high levels of integrity and honesty to our community, parents, students and staff.

**Safe Environment** – We will create and sustain a climate that is encouraging, supportive, inclusive, and empathetic while ensuring the physical safety of our students, staff, parents and community.

**Comprehensive Curriculum** – We will provide an integrated, broad based K-12 curriculum utilizing highly engaged instructional practices that will effectively prepare students for their future as workers and citizens.

**Effective Communication** – We will engage in open, meaningful, multi-faceted communication with our students, parents, staff and community that is characterized by timeliness, transparency and accuracy.

## Dakota CUSD 201 Shared Vision

**As an exemplary school district, Dakota CUSD #201 we will be known for the following:**

- Effectively preparing all students for success at their next level (i.e., grade level, college, and career).
- Maintaining a culture of high expectations and standards that produce high academic and extracurricular achievement.
- Providing a safe, secure, stimulating and supportive environment in which all staff and students achieve at high levels.
- Providing diverse experiences for students in both curricular and extra-curricular programs.
- Producing staff and students who demonstrate care, compassion, respect and responsibility to their peers, school, and community (great character).

**As a result of attending Dakota CUSD #201, our students will experience the following:**

- Teachers who exhibit high levels of interest, care and confidence in them.
- Teachers who are well-prepared, while providing a balanced and broad range of opportunities and experiences.
- A safe, accepting, consistent and respectful environment.
- A variety of academic and extra-curricular activities that result in personal growth, achievement and a sense of belonging.
- Programs that are engaging, challenging and relevant in which they become confident in their ability to succeed.

**As a result of being employed in Dakota CUSD #201, our staff will experience the following:**

- High level communication within buildings and the district.
- Meaningful support and respect from administration and colleagues.
- A motivational, encouraging and rewarding environment with positive morale.
- A collaborative culture with focused professional growth.
- Leadership that provides clear direction, high expectations and effective feedback.
- Resources needed to provide students with the optimal learning environment.

**As a result of having students enrolled in Dakota CUSD #201, our parents will experience the following:**

- Approachable teachers who support and care for their child.
  - Meaningful two-way communication regarding their child's academic, social and emotional progress.
  - Highly effective teachers who provide quality, challenging instruction and instill confidence in their children.
  - A safe environment for their children.
  - Opportunities to become meaningfully engaged in their child's learning.
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**DAKOTA ELEMENTARY PLEDGE: We at Dakota Elementary are committed to showing our PRIDE. We pledge to put safety first, respect each other, have integrity, be determined to learn, and be committed to excellence.**

## **General Information**

### **Policies of Your School**

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#### **ADMISSION OF PUPILS**

##### **Press 7:100 IPA 5.10**

A certificate of Child Health Exam completed by a licensed physician is required at the entrance to early childhood, pre-kindergarten, kindergarten and sixth grades with complete immunization records. The immunization record requires the following:

4 or 5 DTP/DTAP with the last dose on or after the fourth birthday

3 or 4 Polio with the last dose on or after the fourth birthday

2 MMR's

3 Hepatitis B

1 Varicella

If not completed by October 15th of that year, your child will be excluded from school. Parents may request exemptions on immunizations based on religious beliefs.

A completed dental exam by a licensed dentist is required by Illinois State Law in grades kindergarten and second by May 15th of each year or a scheduled appointment within 60 days.

All new students must provide an **original birth certificate at time of registration and transfer form from previous school**. Children entering kindergarten this year must be five years old by September 1, 2016.

All students enrolling in kindergarten or enrolling in school for the first time must have vision test which includes subjective refraction and glaucoma screenings by October 15<sup>th</sup>.

#### **ACCELERATED READER (AR) POLICY**

The Accelerated Reader program is a data supported reading program for grades 2-6 that aims to improve student reading comprehension. The purpose of the program is to encourage positive, personalized practice at reading. This program identifies a student's reading level, or Zone of Proximal Development (ZPD), and allows for a large variety of books that the student can practice his or her comprehension skills. Students take quizzes after reading AR books. The goal is to have students score an average of 85% on the AR quizzes, since studies have shown the largest growth in reading comprehension skills have occurred in those students who score 85% or higher.

Based on assessment data, teachers help students find their reading level and use their discretion along with the recommendations established by AR to make individual goals with each student, and/or overall classroom goals, depending on the grade level. Classroom teachers monitor the progress of each student's AR data frequently, and make modifications to ZPDs if necessary. While the students, for the most part, should be within their ZPD, it is okay for students to periodically read books a little outside of their zone based on personal interests. Teachers are to encourage students to read, celebrate with students on good quiz scores and goals reached, as well as brainstorm ways to improve low quiz scores.

#### **ART**

Visual art classes are provided for students fifth through sixth grade. These classes are designed to integrate ideas and skills from studio art, art history, art criticism and aesthetics in a sequential program. A broad range of art concepts are covered through drawing, painting, sculpture, and ceramics Student artwork is placed on display throughout the school year and at the Dakota Fine Arts Show.

#### **ATTENDANCE AND ABSENCES**

##### **PRESS 7:70/7:80 IPA 2.10/2.20/2.30/2.50**

Regular school attendance is essential if students are to benefit from the educational opportunities the school offers. It also helps develop dependability and responsibility and contributes to academic achievement. Parents, guardians, and those with legal custody or control of a student are responsible for that child's regular attendance. In the event that you



have advance knowledge that your child is going to be absent, please call or send a written note to the school office explaining the absence. When an unexpected absence occurs, parents/guardians are required to telephone by **9:00 AM** to provide the school with a reason for the absence. Absences reported without a reason will be considered unexcused. **To report an absence, call the Dakota CUSD at 815-449-2852 and dial extension 299 or extension 252.** Parents may request make-up work when reporting a student absence. Make-up work may be sent home with a sibling or picked up after school.

**Students will have a ten (10) day limit for parental excused absences for the school year. Please realize that your five (5) vacation days are included in this ten (10) day limit. All additional absences will be considered unexcused unless they meet the following criteria:**

1. Observance of a religious holiday
2. A court appearance or other legal procedure which requires the attendance of the student. The absence will only be excused for the time required for travel and appearance.
3. School ordered suspensions
4. Death in the immediate family or funeral for close relatives
5. Other emergencies approved by the site administrator.

**The School Principal has the right to determine what constitutes an excused absence.**

Students with medical appointments must attend the required number of minutes of instructional time to be counted with a full day of attendance. Kindergartners must attend 120 minutes a day. First graders must attend 240 minutes a day. Second through fifth graders must attend 300 minutes a day.

A student who has unexcused absences that exceed 5% of the last 180 school days is considered by the Illinois School Code to be a chronic truant. Intervention letters will be sent home to alert parents if their child has reached their ten (10) day limit. Students with excessive absences may be referred to the Regional Office of Education LODIS Truancy Intervention/Prevention Program for assistance.

#### **Medical Excuse:**

After ten (10) absences per school year, to excuse thereafter, a physician's note stating specific medical reasons for the student's absence will be required within 24 hours of the student's return to school. While seeking a medical excuse, the student's parent or guardian must still comply with absence notification procedures. Should a parent or guardian choose not to secure a medical excuse, the absence will be considered unexcused. Medical notes must state specific days that a student is excused from school and be signed by a doctor. Our school nurse may also be utilized to excuse the student from school in lieu of going to a doctor.

#### **Tardy Policy:**

Two (2) unexcused tardies equal one (1) unexcused absence. If your child is late for any reason, parents must sign in their student in the office. Students with excessive tardies or absences may be referred to the Regional Office of Education LODIS Truancy Intervention/Prevention Program for assistance.

#### **Vacation Policy:**

If possible, all family trips should be planned so students will not miss school. However, family trips/vacations will be excused for a maximum of five (5) days per school year. More than five days will be considered unexcused. The five (5) vacation days are included in the ten (10) medical excuse days that can be used without a physician's note. Any vacation days after the ten are depleted will be considered unexcused. Notification of family trips must be made at least five (5) days in advance.

### **AUTHORITY OF SCHOOL EMPLOYEES**

Any employee of the Board of Education, by virtue of such employment, has full responsibility for the property and equipment entrusted to him. Secretaries, custodians, kitchen personnel, and bus drivers have authority address and respond to student behavior.

## **BICYCLES - SKATEBOARDS - ROLLERBLADES - SCOOTERS-HEELYS**

A bicycle is a means of transportation for many of our boys and girls. The rider of the bicycle must obey traffic rules the same as other vehicles. Bicycles must be parked in bicycle racks provided. Skateboards, rollerblades, and shoes with wheels are not to be brought to school.

## **BIRTHDAY/PARTIES**

### **IPA 1.80/1.85**

For safety reasons, particularly allergies, we ask that balloons are not brought or sent to school and that all treats brought to school for birthdays or other activities are store bought (with ingredients labeled on the treats) and not homemade. With regards to birthday parties, invitations may not to be handed out at school and addresses will not be given out. For those families wishing to have access to this type of information, the local PTO will put together a list of contact information for families willing to participate.

## **BULLYING**

### **PRESS 7:20/7:180 IPA 6.40**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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

**Complaint Managers:** Peggy Dieken and Jeff Milburn

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

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

### **BUS TRANSPORTATION - DAKOTA BUS POLICY PRESS 4:110 IPA 4.10**

Bus riding is a privilege, which carries a responsibility. The safety of our students is our most important consideration. Students must be seated when the bus is moving, and follow the bus driver's direction at all times. Students are expected to follow school rules when they are on the bus. If students violate bus rules, a bus discipline referral will be filled out by the bus driver and appropriate administrative action will take place, depending on severity of infraction. Parents will be notified by site principals of any action.

Use of Audio/Videotaping - District buses are equipped to audio/videotape bus activities. Audio/videotaping is occasionally used to help monitor bus discipline. Audio/videotapes can be used to document problems and as evidence in assessing disciplinary action. Students have no reasonable expectation of privacy.

**Only students assigned to a designated bus route will be allowed to ride.**

**Exception: Emergencies approved by the building principal.**

#### **Bus Stop Arm and Cell Phone Violations**

Any time Dakota school buses are loading or unloading children, even on school property, drivers are instructed to turn on their red blinking lights and put out the stop arm. This procedure is followed to insure the safety of our students. When the red lights are blinking and the stop arm is out, it is a violation of state law to pass the bus, even in the school driveway. Please be aware that you must stop until the lights are turned off, and the stop arm withdrawn. Also, it is also a violation of state law to operate a cell phone while in a school zone. Violations of these laws are likely to be reported by school personnel. Our children's safety is our primary concern. Please help us keep them safe. Freeport Transportation: (815)232-0580.

### **CARE OF BUILDING AND EQUIPMENT**

Pupils are expected to keep in mind that the building and equipment have been put there for their use at considerable expense to the school district, and that they should receive the same care and treatment as one's own property. Any malicious destruction or damaging of school property will result in the offender being required to pay for such destruction or damage. Please do not use tape or any sticky substances in lockers.

### **CELL PHONES**

Students may not initiate or receive cell phone calls during the school day or while participating in school events without the expressed permission of school officials. These items must be turned off or silenced during the school day and while participating in a school event. Violation of the cell phone policy will result in immediate confiscation of the cell phone. Parents/ guardians will be required to retrieve the phone at the school office.

## **CHANGE OF ADDRESS, PHONE, OR CONTACT INFORMATION**

Please inform the office immediately if you have a change of any pertinent information such as address, phone, contact information, medical needs, etc. Please change this information on Skyward as well.

## **COMMUNICATION**

Communication between the home and school is an essential part of the elementary program. You are encouraged to contact your child's teacher(s) if you have questions or concerns about your child's progress in school. There are a number of other ways for parents to receive information about their child's progress and their child's school.

Report Cards & Online Mid Terms

Orientation Nights

Parent/Teacher Conferences

Newsletters

Become member of the Parent Teacher Organization (PTO)

Become member of the Dakota Opportunities in Education (DOE)

Visiting School – see “*Visitors*”

Volunteering in school – see “*Volunteers*”

School and District website: [www.Dakota201.com](http://www.Dakota201.com)

Standardized Tests

The Principal should be contacted as another source of information or if the parent was not able to resolve an issue at the teacher level.

## **COMPUTER AND INTERNET USAGE**

### **PRESS 6:235 IPA 7.10**

In effort to provide a meaningful 21<sup>st</sup> century learning experience, the staff at Dakota provides appropriate access to computers and the Internet is provided to students in all Dakota CUSD #201 schools as part of the instructional program. Students are allowed access only to those Internet sites and features that are (1) pre-approved by their teachers or (2) accessed under the direct and immediate supervision of their teacher. Violation of these provisions will result in loss of computer and/or Internet access with additional consequences appropriate to the infraction.

## **CONVICTED SEX OFFENDERS**

### **PRESS 4:170 IPA 12.120**

Regardless of when the conviction occurred, individuals convicted of criminal sex offenses may not be on the campus of any school in the state of Illinois for any reason without the express written permission of the site principal. Parents should notify the site principal if they suspect any individual of violating this statute.

Please be aware of the Public Act 94-004: Sex Offender Registration. This legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

## **COUNSELING SERVICES**

### **PRESS 6:270 IPA 5.30**

Counseling services provide students with an opportunity to maximize their self-awareness, self-esteem, and social-emotional growth. The School counselor provides informal/formal group counseling; provides individual emotional counseling; provides parent education programs; consults with classroom teachers; makes referrals to outside agencies when appropriate; increases student awareness of career opportunities; and assists students with the transition to the junior high school. To reach the counselor, Mrs. Peggy Dieken, dial 449-2852, ext. 209.

## **CUSTODY, ORDER OF PROTECTION, ETC.**

The custody of a child at times comes into question. Both natural parents have equal rights, unless a copy of a legal document indicates otherwise. Such copy must be on file in the office of the child's current attendance center. It is the responsibility of the custodial parent to insure that a current copy is on file annually. The same situation pertains to a legal order of protection.

## **DISCIPLINE**

### **PRESS 7:200/7:230 IPA 6.30/10.20**

In effort to provide an environment that is both safe and conducive for learning, disciplinary procedures have been established for the purpose of deterring student misbehavior and ensuring that the school has a climate of order.

Disciplinary procedures include, but may not be limited to, office referrals, lunch/recess detention, after school detention, Saturday school detention, office detention, out of school suspensions and/or expulsion.

Due to the large discrepancy in age and maturity levels, discipline will be handled on a case-by-case basis.

#### **Behavioral Interventions**

Behavioral interventions shall be used with students, including students with disabilities, to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors.

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

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.






#### **Re-Engagement of Returning Students**

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

#### **Pre-K -6 PBIS (Positive Behavior Intervention System)**

Dakota teachers have developed common expectations, which they share with the students on the first week of school and with parents throughout the year. All expectations center around our collaboratively create Dakota PRIDE behavior matrix, which is outlined on the following page. These expectations will be taught to all students at the beginning of the year and will be emphasized throughout the school year. Students will earn rewards for meeting the common expectations and will have consistent consequences throughout for not meeting the expectations.

## Dakota PRIDE Behavior Matrix

PRIDE	Classroom/ Specials	Hallway	Bathroom	Cafeteria	Gymnasium	Outdoor Recess	Indoor Recess	Bus
<b>P</b> Put Safety First 	<ul style="list-style-type: none"> <li>Walking</li> <li>Hands/feet/objects to self</li> <li>Push in chairs</li> </ul>	<ul style="list-style-type: none"> <li>Walking</li> <li>Hands/feet/objects to self</li> <li>Face, eyes, bodies facing forward</li> </ul>	<ul style="list-style-type: none"> <li>Walking</li> <li>Hands/feet/objects to self</li> <li>Report problems</li> </ul>	<ul style="list-style-type: none"> <li>Walking</li> <li>Two hands on tray</li> <li>Stay in your seat</li> </ul>	<ul style="list-style-type: none"> <li>Walking</li> <li>Go to designated area</li> <li>Use the stairs to go up and down the bleachers</li> <li>Hands/feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Stay in designated area as determined by weather</li> <li>Hands/feet/objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Walking</li> <li>Hands/feet/objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Walking</li> <li>Stay seated</li> <li>Hands/feet/objects to self</li> <li>Keep aisle clear</li> <li>Keep window above the line</li> </ul>
<b>R</b> Respect 	<ul style="list-style-type: none"> <li>Voice level 0-2</li> <li>Eyes on speaker</li> <li>Listening</li> <li>Appropriate conversations and language</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0</li> <li>Stay to the right</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0-1</li> <li>Respect privacy</li> <li>Appropriate conversations and language</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0-2</li> <li>Eat your own food</li> <li>Appropriate conversations and language</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0-3</li> <li>Appropriate conversations and language</li> <li>Cheer/interact appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0-3</li> <li>Appropriate conversations and language</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0-2</li> <li>Appropriate conversations and language</li> </ul>	<ul style="list-style-type: none"> <li>Voice level 0-2</li> <li>Voice level 0 at tracks</li> <li>Listen to driver</li> <li>Appropriate conversations and language</li> </ul>
<b>I</b> Integrity 	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Use kind words</li> <li>Clean up your messes</li> </ul>	<ul style="list-style-type: none"> <li>Allow others space in the hall</li> <li>Maintain personal space</li> </ul>	<ul style="list-style-type: none"> <li>Use bathroom quickly</li> <li>Clean up your messes</li> </ul>	<ul style="list-style-type: none"> <li>Use good manners</li> <li>Clean up your messes</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Show sportsmanship</li> <li>Play by the rules</li> <li>Allow others space on bleachers</li> </ul>	<ul style="list-style-type: none"> <li>Report problems</li> <li>Line up quickly and quietly</li> <li>Put away equipment</li> </ul>	<ul style="list-style-type: none"> <li>Follow directions</li> <li>Use kind words</li> <li>Clean up your messes</li> </ul>	<ul style="list-style-type: none"> <li>Assist with younger students</li> <li>Report problems</li> <li>Clean up your messes</li> </ul>
<b>D</b> Determination 	<ul style="list-style-type: none"> <li>Enter/exit correctly</li> <li>Materials ready</li> <li>Stay on task</li> <li>Use materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Enter/exit correctly</li> <li>Single file</li> <li>Maintain line order</li> <li>Focus on where you are going</li> </ul>	<ul style="list-style-type: none"> <li>Enter/exit correctly</li> <li>Use equipment appropriately</li> <li>Use bathroom at the appropriate time</li> </ul>	<ul style="list-style-type: none"> <li>Enter/exit correctly</li> <li>Finish eating on time</li> <li>Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>Enter/exit correctly</li> <li>Use/return equipment appropriately</li> <li>Include everyone</li> <li>Pay attention</li> </ul>	<ul style="list-style-type: none"> <li>Enter/exit correctly</li> <li>Use equipment appropriately</li> <li>Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>Enter/exit correctly</li> <li>Use materials correctly</li> <li>Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>Enter/exit correctly</li> <li>Be on time</li> <li>Keep track of your belongings</li> </ul>
<b>E</b> Excellence 	<ul style="list-style-type: none"> <li>Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>Be a good role model</li> </ul>	<ul style="list-style-type: none"> <li>Be a good role model</li> </ul>

Three “minors” or one “major” in a day will result in a discipline referral and an office visit. Gross misconduct, at any level, will be an immediate referral to the site office, and discipline will be at the discretion of the site principal.

## **DISTRIBUTION OF MATERIALS**

No materials or handouts may be distributed on the campus of any school without the express permission of the site principal.

## **DRESS CODE**

### **PRESS 7:160 IPA 6.20**

One of the primary functions of the Dakota School District is to provide an educational environment that is safe and conducive to learning. Students have the right to dress and groom according to their parents’ and their own personal taste as long as it does not present health and safety hazards or a disruption to the classroom-learning environment. To that end, students should be dressed appropriately.

## **FIELD TRIPS**

### **PRESS 6:240 IPA 6.60**

Field trips are an extension of the instructional program. There is educational value in visiting places of interest in the community and surrounding areas. Parents/guardians shall be informed throughout the course of the year to upcoming field trips, and must check that they give permission to attend field trips through completed registration documentation upon registering their child(ren). Only students in designated field trip classroom will be allowed to participate. Students may be ineligible to participate in field trips for disciplinary or academic reasons.

Parents/guardians are frequently asked to accompany classroom groups on their field trips to assist in supervising students. This is one ways in which parent volunteer efforts are a great value to the school program. **PLEASE NOTE: all parents who would like to go on field trips have to have a background check and have filled out the Volunteer Information/Waiver of Liability Form.** No Exceptions.

## **FIRE/TORNADO DRILLS**

### **PRESS 4:170 IPA 5.40**

Each school holds periodic fire and severe weather drills throughout the school year. In each case, students are returned to class as soon as possible. Fire and severe weather drill procedures are posted in each classroom. Fire drills may be unannounced, which allows us to evaluate the effectiveness of our evacuation procedures.

## **FREE AND REDUCED LUNCH PROGRAM**

Children enrolled in the kindergarten through sixth grade at Dakota may be eligible to receive free or reduced lunch. The state of Illinois established eligibility guidelines each year. Applications for the free and reduced lunch program are available at each school office. For more information about the Free and Reduced Lunch Program, please contact the school office.

## **HEALTH AND PHYSICAL EDUCATION**

An instructional program is planned to promote the learning of health related issues, motor skills, to teach games for recreational use, to give experience in democratic citizenship and to provide sufficient physical activity for normal growth and development in grades K-6. Parents must send a note to be excused from physical education class. Notification from a physician is necessary after 2 days.

## **HEALTH SERVICES**

### **PRESS 7:280 IPA 5.50**

1. If a child complains of being ill, the nurse will evaluate the student and determine on a case-by-case basis what further actions are needed. This may include treating the student and sending them back to class or sending the student home. The nurse and parents will make the final decision on if a child is sent home.
2. In case of an accident, the school nurse will provide appropriate health services to students when the need arises. If appropriate, a call will be made home.

3. The school reserves the right to examine students and exclude them when indicated to control infectious and nuisance diseases such as impetigo, scabies, pink eye, etc. Parents will be contacted as soon as possible.
4. In case of an emergency when the parent is not immediately available and in the judgment of the principal and nurse, the local EMS will be contacted. We will also attempt to contact the student's emergency contact person.
5. Vision and hearing checks will be done on those grade levels mandated by the Illinois Department of Health. Head lice checks will be done on an as needed basis. Parents are contacted if problems are suspected.

Parents may assist in this health program by:

1. Notifying the school if the child needs to be put into restricted physical education, or if he has special needs that should be given consideration.
2. Observing children for colds, coughs, skin eruptions or any other signs of communicable diseases such as measles, mumps, chicken pox, etc. Please contact the school if there is any question about a child returning to school after such an illness.
3. See that children have adequate rest and outdoor recreation.
4. Getting children up early enough in the morning, to eat a good breakfast and get a leisurely start. Pressure in the morning can ruin a child's entire day.

### **MEDICATION AT SCHOOL**

#### **PRESS 7:270 IPA 5.20**

1. The only medication to be administered at school is medication prescribed by a physician that must be administered during the school day in order to allow the child to attend school, or where failure to take prescribed medication could jeopardize the student's health and/or education.
2. The parent or guardian shall provide to the school a "School Medication Authorization Form" authorizing the administration of the prescribed medication at school, and stating the necessity for administering the medication during school hours.
3. The student's physician shall provide to the school a written order detailing the necessity for the medication, proper dosage, time, and duration of administration. (**Original labeled pharmacy containers** will meet this requirement for short-term medication of no more than 7 school days).
4. All student medication shall be left with the school nurse.
5. All such medication shall be clearly marked with the student's name, doctor's name, contents, and dosage in the **original labeled pharmacy container**.
6. All student medication will be administered by the school nurse whenever possible. However, if the school nurse is not available, teachers and school personnel designated by the building principal may administer students' medication.
7. The school nurse may identify circumstances in which a student may self-administer medication, either under the nurse's direct supervision, or an individualized program developed by the school nurse.
8. A record shall be kept of all medication dispensed to students, specifying the time of dispensation, dosage, reactions noted, and supervising personnel.
9. Please do not send nonprescription medications to school. These should be given before school.

### **KINDERGARTEN REGISTRATION**

To comply with state law, a child must be 5 on or by September 1<sup>st</sup>, of a given year to be eligible for kindergarten in August of that year. Parents are required to present a legal birth certificate at the time of registration as well as comply with the registration requirements. All Kindergarten students must have a vision test by October 15<sup>th</sup>. The Kindergarten registration will usually take place in early spring.



## LIBRARY-MEDIA CENTER

The media center provides all students with a wide variety and range of materials that invite intellectual growth and pleasurable reading. Our library program has the following goals:

- \*To help develop the student's appreciation and knowledge of different types of literature.
- \*To provide a wide variety of reading materials at all reading levels and interest.
- \*To aid students in learning basic skills that will allow them to use the library in a confident, knowledgeable way.
- \*To provide print and non-print resources for teachers that support and enrich the curriculum.

## LOST AND FOUND ARTICLES

All books, clothing and equipment should be plainly marked with tapes or ink. If your child has lost any article, please have him/her check the lost and found and then the school office if the article is not found.

## LUNCH PROGRAM

Our lunch program will start on the first day of school. You may pay for your child's lunch online at [www.Dakota201.com](http://www.Dakota201.com). Click on Skyward Family Access. If you choose to send lunch money with your child, **it should be sent in an envelope marked with your child's first and last name, the teacher's name and the amount enclosed.** Each time money is sent, it is recorded in your child's "account." For your convenience lunches may be paid by the day, week, month, or longer. Each time your child eats hot lunch, the amount is deducted from the "account."

The charging of lunches is discouraged. An attempt will be made to notify parents should this situation occur. Students bringing sack lunches may purchase a carton of milk. No carbonated beverages are allowed.

## MAKE-UP WORK

Students who are absent from school will have the opportunity to make up the work they missed. However, making up instructional time will be impossible. Make-up work may be arranged with one-week prior notification to the teacher.

## MUSIC

Students in grades kindergarten through sixth are exposed to a variety of songs, learn about basic instruments, music, symbols and composers.

## PARENT-TEACHER CONFERENCES

Individual parent-teacher conferences will be held during the fall for grades Pre-K-6. Parents or teachers may request a conference at other times when deemed necessary.

## PAYMENT OF STUDENT FEES

### PRESS 4:110/4:140 IPA 3.10

Payment of student fees is expected at registration. Families unable to pay at that time may request a payment plan or may apply to the site principal for a waiver of fees. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. VISA and MasterCard are accepted as a convenience to families.

**Families with unpaid fees from the preceding school year will not be allowed to register any student from that family until all fees due are paid or arrangements for payment are approved by the site principal.** Waivers will not be granted retroactively. Students will not be allowed to enroll in school, attend any classes, or participate in extracurricular activities until their outstanding fees have been paid or arrangements for payment have been approved by the site principal. There will be no refund of registration fees if the student leaves the district prior to the end of the school year.

## PERSONAL ELECTRONIC DEVICES

### PRESS 7:190 IPA 6.80

The use of personal devices on school grounds may be allowed. Prior to using personal devices, the user must obtain permission by their classroom teacher and/or supervising adult. The use of these devices should be educational in nature and not cause a disruption to the school environment. Personal devices shall not be connected to district equipment or network without approval from a building administrator. The district is not responsible for any lost or stolen property.

## **PLACEMENT, PROMOTION, AND RETENTION**

### **PRESS 6:280 IPA 2.60**

Students are to be placed in the grade level or program where they have the greatest likelihood of success and advancement. It is the duty of the site principal, following consultation with the student's teachers and available data, to assign students appropriately. Promotion of students from grade to grade is contingent on successful completion of the requirements of each grade and the attempt to obtain a good match with the student's abilities and the school program.

Teachers will schedule a parent conference by the end of April, unless agreed upon by principal and staff to extend, for students who are still candidates for retention. The principal may attend these parent conferences. According to the Illinois School Code 105 ILCS 5/10-20.9b, school districts shall not promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the students.

### **PRE-KINDERGARTEN**

The Pre-K programs serve children between ages 3-5 who reside in the Dakota School District #201. Children need to qualify for the program based on risk factors that may affect the child's future academic success. The factors are identified through a screening (See "Preschool Screenings" below) in conjunction with a risk assessment questionnaire.

### **PRESCHOOL SCREENINGS**

During the school year, Dakota CUSD #201 offers mass preschool screenings to children between the ages of 2 ½ through 5 in the summer and spring of each school year. Children are screened in the areas of vision, hearing, speech/language, motor development and cognitive development. Notification of screening dates and times are generally printed in the local newspapers and posted on the district website. Parents/guardians may request a screening for their child. The screenings are used to determine appropriate early childhood programming.

### **RECESS EXCUSES**

Any child who is in school should be able to participate in the entire school program including recess. Children will be expected to go outside unless the wind chill is below 0 degrees. Make sure your child is dressed appropriately for the weather. A physician's statement may be required for prolonged absence from recess.

### **REPORT CARDS/ SKYWARD FAMILY ACCESS**

Parents have 24 hour, online access to information regarding their student's attendance, overall academic status, and detailed grade information for specific classes in which your student is enrolled. This service, a component of our new Skyward Student Information System, is called Skyward Family Access. The Skyward Family Access is a website that you can use to monitor the current data for your son or daughter. Parents or guardians of all students in the Dakota School District will now have access to this information.

All parents will receive a letter, containing a description of the service and a unique ID number and PIN code for accessing their child's current classroom information. These ID's and PIN codes are for the use of parents and students only – they should never be shared with anyone else. Due to security concerns, forgotten ID/PIN number combinations can only be obtained in person, at the school office.

To access the Parent Internet Viewer, go to the Dakota School District Web Site [www.Dakota201.com](http://www.Dakota201.com), select the "Grade Viewer" link. Follow the instruction on the screen. Enter the student ID number <<**StudentID**>> and your student PIN code number <<**Password**>>. Instructions on how to use the site are available on the website. Use of the PIV site is governed by an acceptable use agreement.

Please note that the information you obtain via the website is not to be considered official. All official transcripts and attendance records should be obtained in the traditional manner from the appropriate building office.

We hope that you will find this site to be helpful and valuable to you and your children. Should you have any questions, please feel free to contact the school office.

## **SATURDAY SCHOOL**

Saturday School is a program that extends the discipline options for students after other interventions have been tried. Students will be required to be at school from 8:00 until 12:00 (noon).

## **SNACK /MILK PROGRAM**

Snack milk will be available to K-2 students during the snack break. Milk should be paid for by the semester or the entire year.

## **SPEECH AND LANGUAGE**

Speech and language services are available to students who have been evaluated and found eligible. Parents/guardians and teachers who have a concern may refer a student for a speech/language screening. Upon completion, results will be shared with the parent/guardian and teacher and services arranged if the student qualifies for the program.

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

A student who arrives at school late or must leave early for any reason, a parent or designee needs to inform the school and **must physically come into the office to sign the child in/out**. This is crucial to insure the safety and security of your child. Children will remain in their classrooms until the parent comes in to sign out their child.

## **TELEPHONE MESSAGES**

Because of interruption of classroom procedure, we request parents to limit telephone messages for their child to those of an emergency nature.

## **VISITORS**

### **PRESS 8:30 IPA 1.40**

Parents and/or other visitors are welcome at all times. **All parents and visitors must report to the office to sign in and receive a nametag.** At the end of the visit, the nametag should be returned to the office and the visitor should indicate departure time on the visitor log sheet. To avoid class disruption, the parent should call the teacher to ascertain the daily plans prior to a visit. For educational reasons, parents are not allowed to bring siblings during visits. Teachers and other employees may request identification from any person entering the school site. As provided by statute, failure to provide such information may be prosecuted and punished by fine upon conviction.

## **VOLUNTEERS**

### **PRESS 6:250 IPA 1.70**

Dakota welcomes volunteers to perform appropriate tasks before, during, and after school under the supervision of professional personnel. All parents and volunteers must report to the office to sign in and receive a nametag. The nametag should be returned to the office and the volunteer should indicate departure time on the log sheet. Volunteers provide an invaluable resource to our staff and students. Volunteers can serve numerous purposes, including, but not limited to, field trip supervision, small group instruction, and a variety library duties. **If you wish to become a volunteer, you will need to fill out a one-time, state-required criminal background check and, annually, fill out the Volunteer Information Form/Waiver of Liability.**

## **WAIVER OF SCHOOL FEES**

School districts are required to waive the cost of textbooks and other instructional materials (such as nonreusable workbooks) to all students eligible for free lunch and breakfast (Section 10-20.13 (a) of the School Code).

It should be noted that students who are wards of the State of Illinois under the Department of Children and Family Services automatically qualify for the free lunch and breakfast and therefore, for the waiver of the cost of textbooks and other instructional materials.

School districts must have a fee waiver policy, continue to notify parents of the policy, and provide a procedure for dispute resolution, according to the 23 Illinois Administrative Code 1.245.

**WEAPONS**  
**PRESS 7:190 IPA 6.30**

Students cannot use, possess, or transfer a weapon or any other objects that can reasonably be considered a weapon. Fake, look-a-like, and/or toy weapons also may not be brought to school.

**Equal Opportunity and Sex Equity**  
**PRESS 7:10/2:260/8:70/6:120 IPA 1.50/10.10/1.110**

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.

**Animals on School Property**  
**IPA 1.60**

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.

**Students with Food Allergies**  
**PRESS 7:285 IPA 1.120**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (815) 449-2852.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

**Care of Students with Diabetes**  
**IPA 1.130**

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 building principal. 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.

## **HOMEWORK**

### **IPA 2.70**

Homework is defined as any non-summative work that is done outside of the regular school day without the assistance of school personnel. Homework is an integral part of the learning process to support, enrich, or reinforce topics covered in class. Homework should be purposeful, directly linked to an identified learning target that is clear to both the teacher and the student, and should satisfy at least one of the following objectives:

1. To provide practice.
2. To check for understanding.
3. For pre-learning.
4. For processing (analysis and reflection).

All homework need not be graded.

#### **The 10-Minute Rule:**

- In general, on most nights, there should be a maximum of 10 minutes per grade level per night (6th grade = 60 minutes).
- This is the average time it would take most students to complete the homework.
- It should be understood that independent reading/Accelerated Reader (AR) is additional time, not considered to be homework time.
- This is the recommended time to be spent on all subjects combined.
- This is recommended by the PTA and the NEA and consistent with research.

**The Teacher's Responsibility:** The teacher's responsibility is to assign effective, well-planned homework assignments that aid the student in the mastery of the grade/course essential outcomes or that prepare students to reach future standards.

**The Student's Responsibility:** The student's responsibility is to complete assignments on time and to schedule after-school activities so that they do not interfere with the completion of assignments. The student assumes the responsibility for making up work when absent from class.

**The Parents' Responsibility:** The parents' role in the homework process should be to provide a positive environment in which to do the work and to ensure that the child does the assigned homework on a daily basis. Parents (or others) should not be so actively involved in their child's homework that they are basically doing the work. Parents should encourage students to do their own homework so that the teacher will be able to gauge from the homework what the student knows and what the student doesn't know. This is impossible if people other than the student are too actively involved in the process. Parents should help their child understand concepts or overcome obstacles but should refrain from becoming too actively involved in the completion process.

## **School Breakfast & Lunch Program**

### **PRESS 4:130 IPA 3.20**

Breakfast is served every school day from 7:50 a.m. to 8:05 a.m. A student may purchase breakfast for \$1.25.

## **Access to Student Social Networking Passwords & Websites**

### **PRESS 7:140/7:190 IPA 6.70**

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.

## **Search and Seizure**

### **IPA 8.10**

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

## **Student Privacy Protections**

### **PRESS 7:15 IPA 11.10**

#### Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

#### Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.

- Mental or psychological problems of the student or the student's family.

- Sexual behaviors or attitudes.

- Illegal, anti-social, self-incriminating, or demeaning behavior.

- Critical appraisals of other individuals with whom students have close family relationships.

- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

- Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

#### Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

### **Student Records** **PRESS 7:240 IPA 11.20**

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.

### **Student Biometric Information** **PRESS 7:340 IPA 11.30**

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.

### **Teacher Qualifications** **PRESS 5:190 IPA 12.10**

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

### **Sex Education Instruction** **PRESS 6:60 IPA 12.40**

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

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

### **Homeless Child's Right to Education** **PRESS 6:140 IPA 12.30**

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

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

**English Learners**  
**PRESS 6:160 IPA 12.60**

The school offers opportunities for English 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 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 Learners programs.

**School Visitation Rights**  
**PRESS 8:95 IPA 12.70**

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

**Pesticide Application Notice**  
**PRESS 4:160 IPA 12.80**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds.