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SCHOOL AND OFFICE HOURS

Office Hours:	8:00 a.m. - 3:30 p.m.
School Hours:	8:10 a.m. - 3:10 p.m.
Building Hours:	7:45 a.m. – 3:30 p.m.

Telephone Numbers

Bus Garage.....	435-2211
Waverly School.....	435-2331
Waverly School Fax.....	435-2321

Disclaimer Statement

This handbook is not considered the only resource for all district policy, procedures, or regulations, nor

does this handbook cover every situation or event that is possible to occur. The Waverly Community School District 6 Board of Education Policies and Procedures Manual and the School Code of Illinois are also included as resources. Copies of these are kept in the administrative office. We invite your input as we continue to update and improve this document each year. This handbook may be amended anytime. Please direct such consideration to the school principal.

GENERAL INFORMATION

Mutual Expectation

At Waverly Grade School, we believe that a child's education is the foundation for learning and achievement throughout life. By involving faculty, parents, and community members in shared decision making, we constantly strive to create an environment where respect and care are modeled by all. It is the duty of teachers to provide an environment conducive to teaching and learning. It is the duty of children to come to school and obey the teachers and rules set forth in this handbook, and it is the duty of parents to support the school in these ideals.

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.

The Superintendent is the district coordinator for The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Any student or parent/guardian with a sex equity or equal opportunity concern should contact: The Superintendent's Office at (217) 435-8121.

Grievance Procedure

Should an individual feel he or she has been denied access to some aspect of the school operation because of sexual discrimination, the individual should first discuss the situation with the person in charge of that particular program. Should this fail to provide a satisfactory solution; the following steps should be utilized:

1. The individual or group of individuals should first discuss the situation with the Principal. The Principal will make every effort to resolve the complaint at the building level.
2. If the problem is not resolved at the building level, then the complaint may be lodged with the Title IX representative listed below. For this level the complaint must be submitted in writing, must state the nature of the complaint, indicate the specific clause or clauses of the Title IX guidelines, which allegedly have been violated and state the name, address, and phone number of the grievant(s).

Superintendent of Schools
201 Miller Street
Waverly, IL 62592

3. If the complaint is not resolved with the Superintendent, then the individual(s) may appeal directly to the Board of Education for a final decision.

Admissions (Registration) & Enrollment Policy

New kindergarten (K) students must be five (5) years old on or before September 1 of the school year in which they are enrolling. A physical examination, vision examination and dental records are required when a student enters school for the first time. Ages must be verified by birth certificate, and immunization records must be completed with the school nurse.

Each school year the parents are asked to enroll (register) their child/children in school for the year. At that time important materials and information will be available for the parents and students. Parents are asked to do the following at registration:

1. Complete or update on-line enrollment or if a new student completes appropriate paperwork. This information is required by law and must be updated when information changes;
2. Pay outstanding fees. The Board of Education will have the final determination in deciding the grades into which students are placed. Students will not be transferred from one section to another in the same grade.

Announcements and Invitations

Students will receive daily announcements over the school intercom system. Announcements will also be posted on the school's website. Visitors, parents, or students may include information for these daily announcements after obtaining permission from the principal.

Invitations for private parties or activities may not be posted or handed out to other students at school.

Arrival and Dismissal

The building will open at 7:45 a.m. Breakfast will be served beginning at 7:50 a.m. Students eating breakfast will be expected to return to their classroom by 8:10 a.m.

When students arrive at school later than 8:10 a.m. or return later in the day, they must report to the office before going to class. Parents bringing students to school are not to be in the hallways without checking into the office and wearing a visitor's badge.

When students are picked up during the school day (8:00 a.m. - 3:10 p.m.) parents must come to the office to get their child. Please make arrangements for your child's absence in advance, whenever possible. We prefer a note excusing your child prior to their leaving the school grounds.

Students are not allowed to leave the school during the day or at the end of the day with anyone except the parents or someone designated by the parents (i.e., relative or neighbor). Any change in how your child is to be picked up from school should be cleared with the office.

If your child is not to be taken from school by a divorce decree, the school must have a legal document stating this. This is for the protection of your child.

Asbestos

Both buildings in the Waverly School District contain some asbestos containing materials. Most of this asbestos is non-friable and is contained in the floor tile. For additional information or to report damage to asbestos containing materials, please contact the superintendent's office. Inspections have been on-going and a trained inspector inspects the buildings every six months to insure safety within these buildings.

Attendance for grades K-6

The legal obligation for regular and continuous school attendance rests with the parents. Irregularity in school attendance is a serious handicap to the progress of the student. Nine (9) days of parental excused absences are allowed during the school year. Additional absences will require a doctor's note for the absences to be considered excused. The principal, not the parent, determines whether a student is excused or unexcused.

Without prior notice or a written statement from the parent/guardian, the absence will be considered truancy.

A no credit absence need not penalize the student by deducting from his/her nine-week grade. When the student turns in make-up work as designated by the teacher, within a time limit set by the teacher (usually one day for each day absent), the student will be given credit for a completed assignment and will be averaged at the discretion of the teacher.

Unexcused Absence – Absences are considered unexcused in instances such as, but not limited to, the

following:

1. Working
2. Overslept
3. Home studying
4. Family vacation with inadequate notice or in excess of 10 days.
5. Shopping
6. Getting a haircut or having hair fixed.
7. Appointment not specified by parent or approved by the office in advance.
8. All unspecified excuses or notes: "had my permission", "problem", "emergency", "our business", etc.
9. "Take your child to work day" – do this in the summer or during school holidays, etc.
10. Illness of three consecutive days without a signed note by the treating physician.
11. Any absence which exceeds the 10 day allowable limit and is not excused by a doctor's note.
12. Out-of-school suspensions.
13. Going out of town, unless in a case of emergency.

Students not in school shall not be present at school functions on the date of non-attendance. A student must be in school at least half of a day to attend school functions on the day of an absence. Exceptions: individual situations may be reviewed and approved by the principal.

The absence of any student must be reported to the Waverly Elementary School office by the parent or guardian on each day the student is absent. We request that the call be made between the hours of 8:00 a.m. and 9:30 a.m. If the parent/guardian fails to call the school, school personnel will make every effort to contact the parent. If no contact has been made, the absences will be unexcused.

Tardiness

Being present in class and participating in class are academic functions. All students are to be in their proper classroom and in their seats when the tardy bell rings. A student who is tardy for the first period of the day or late for class must report to the office for an admit slip before entering the classroom. Students will be considered tardy if they arrive after 8:10 but before 8:45. The principal shall have the prerogative of deciding whether the student is tardy or truant and will set up a procedure for administering discipline.

Truancy

Excessive absenteeism in the elementary school will result in written notification. **The Morgan County Truant Officer will be notified if the excessive absenteeism is not corrected.** Waverly Elementary School will report to the designated agency any student who has excessive absences.

The state board defines chronic truancy as missing 9 or more days of school of the previous 180 regular attendance days without a valid excuse. This would be less than 3 days per grading quarter. The school has the right to report such truancy to the County Truant Offices and/or local police. Parents, by law, must see that their minor child attends school under the Compulsory Education Law. Letters will be sent to the student's home and to the County Regional Office of Education for students who reach 6 days and 9 days of absences.

Homework Completion After Absences

The student will be allowed to make up work missed for excused absences. The teacher will designate the make-up work for which the student will be given a grade which will be averaged in the nine-week grade.

A fair and reasonable amount of time will be given to a student to allow for makeup work. When a student is given an assignment prior to his/her absence, that assignment is due by 8:10 am on the first day back to school. For example, you are here on Monday and receive an assignment to be handed in at the Wednesday class. You are absent from class on Wednesday (excused absence); you return to school on Thursday, the assignment should be turned in to your teacher by 8:10 am.

Teachers are not responsible for providing work in advance for students who miss school due to vacations taken during school time. Teachers will maintain a collection of assignments done in class during

the child's absence and provide a designated period of time for the student to make up work missed. Students should see their teachers before school or during homeroom the first day back to gather missed work. Long term assignments such as research papers, or projects are due upon return to school.

Teachers may give additional time for makeup work if there is a significant reason for it. Students are encouraged to not rely on time during the school day in order to get missed assignments, make up tests, etc. Time is allotted for this purpose before and after school as well as the lunch period.

If parents wish to have work sent home, please wait until your child is out for more than two days. Assignments can be sent home with other children, or picked up in the office, after proper arrangements have been made. Assignments must be requested by 10:00 am and may be picked up after 2:30 pm.

Bicycles

The school is not responsible for lost, stolen, or damaged bicycles. All bicycles must be parked in a place designated by the school staff and may not be ridden during the school day. Students should walk their bicycles across the crosswalk.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors 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 nonschool-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: The building principal, school counselor, and/or superintendent can be reached at 435-2331 (Grade School) or 435-8121 (Superintendent).

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

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

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

Bus Conduct

Bus transportation is provided for those students outside of the Waverly city limits. No bus transportation is provided to day cares or homes within the city limits even if the student resides outside the city limits. Any request for a change in the student's pick-up or drop points must be submitted to the elementary office in writing and signed by the parent or guardian.

Riding the school bus becomes a time when some youngsters may cause trouble. The school staff will do all in its power to teach the children to be safe on the bus and to behave in the proper manner on the bus. We will appreciate the help parents can give by periodically discussing bus safety and behavior with their children to ensure a safe and pleasant ride for everyone.

The following rules have been established in order to ensure the safety of all students who ride buses:

1. Use only the bus and bus stop assigned.
2. Behave in an orderly way at the bus stop and on the bus.
3. Remain seated, facing front, with no feet on the seats, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus; do not lower windows below the stop line.
7. Do not litter the inside of the bus or throw anything out the windows.
8. Be quiet when the bus is crossing railroad tracks.
9. Enter and exit through the emergency door only in an emergency or an emergency drill.
10. Do not eat or drink on the bus unless arrangements have been made with the driver.
11. Respect the property of the school bus and other students; show respect to the driver and to other students.
12. Do not bring any animals on the bus.
13. Observe the special rules of the bus driver and school administrators as they strive to provide safe transportation for all.

Disciplinary Action- Verbal warning is given to student by the bus driver to cease the unacceptable behavior. Upon written bus-driver referral the following action is taken:

- 1st offense: parents notified and 30 minute detention
- 2nd offense: parents notified and two 30 minute detentions.
- 3rd offense: parents notified and 3 days suspension off the bus.
- 4th offense: parents notified and 5 days suspension off the bus.

Suspension of bus privileges includes ALL types of bus transportation (field trips, athletic trips, etc.). Parents will be responsible for transporting the student to and from school. Parents have the right to due process and appeal regarding a bus suspension; the same procedures for review of a school suspension apply. The first step in the appeal is to contact the school superintendent.

Cafeteria Rules

Lunch Rules

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit at a table. Students shall remain seated until the lunch tone rings, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

Cafeteria Rules

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not trade food.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until after the appropriate tone rings, or otherwise directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

Cafeteria Billing Procedures

A computerized debit system is used for prepayment of school food services. The computerized system uses the student I.D. card or number to deduct each time a breakfast, lunch, or milk/juice is purchased. Students must use their card or number to purchase food and there must be money in the account. These cards will be stored with the classroom teachers for those students in grades K through 6.

To comply with Illinois State guidelines, if a student in grades K-3 is lactose intolerant, the school will need a letter from the doctor indicating such. Otherwise, all students in grades K-3 must be served milk.

Cancellation of School

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

When school is dismissed because of an emergency, announcements will be made on television channels 20 (WICS) and 17 (WAND) and radio station WQQL, WTAX, WDBR, WABZ, WLDS, WJIL, and WYMG as well as the Alertify system. The school will also announce any early dismissal on the Elementary Facebook page when possible. Efforts will be made to give parents as much notice as possible concerning school closings.

Please make sure your child knows ahead of time where to go in case of an early dismissal. **If school is dismissed early for an emergency, all after-school functions for that day will be cancelled.**

Late Start Option

In some circumstances, cancellation of the entire school day is inappropriate, but delaying the beginning of the day is appropriate due to weather conditions and/or another such hardship. The school board and administrators reserve the right to exercise this option whenever circumstances call for it. In such a case, school will begin at 10:00 AM and an announcement of the late start will be made before 6:00 AM.

Cell Phone and School Phone Usage

Students will not be called from class to the telephone except in an extreme emergency. However, important messages can be taken and delivered to the student at the appropriate time.

Normally students will not be permitted to use the office phone. All arrangements for after-school activities must be made prior to coming to school. However, if there is a change by the school in the

scheduling of an after-school activity, the student will be allowed to call home with the permission of the school secretary.

Since all classrooms, at least one playground supervisor, and P.E. Teachers have immediate access to the office in order to ask for help, cell phones may not be used or turned on at school during school hours. Cell phones must remain in lockers or book bags.

When a student is in violation of the cell phone policy the following will be used as disciplinary measures:

First offense: The phone will be taken and a parent will have to come to the office to retrieve it.

Second offense: The phone will be taken and a parent will have to come to the office to retrieve it and the student will receive a 30 minute detention.

Third offense: The phone will be taken and a parent will have to come to the office to retrieve it and the student will receive a 60 minute detention.

Fourth offense: The phone will be taken and a parent will have to come to the office to retrieve it and the student will receive a 2 hour detention.

Fifth violation and every time thereafter: Parent pick-up and a one day in-school suspension will be assigned.

Cheating

Any attempt to get a grade on a test or assignment by using another person's work is academic dishonesty or cheating. Students found using cheat sheets, copying from other students, or submitting another person's work as though it were their own, or assisting another student in cheating, will be subject to the following consequences:

First offense – "0" on the assignment, parent contact, and 30 minute detention.

Second offense – "0" on the assignment, parent contact and a 60 minute detention.

Third offense and every time thereafter – "0" on assignment, parent contact and a in-school suspension.

Civility Policy

Employees of the Waverly CUSD #6 will treat parents and other members of the public with respect and expect the same in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school property.

This policy promotes mutual respect, civility and orderly conduct among District employees, parents and the public. This policy is not intended to deprive any person of their right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. In the interest of presenting District employees as positive role models to the children of the District, as well as the community, District #6 encourages positive communication and discourages volatile, hostile or aggressive actions. The District seeks public cooperation with this endeavor and has zero tolerance for inappropriate violent behavior.

Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud and/or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property by the Superintendent of Schools, building Principal, or designee. Law enforcement officials will be notified.

Classroom Removal

A certified staff member should remove a disruptive student from his/her class. The time interval or removal, if longer than one regular class period, will be determined by the teacher and the principal. It is understood that due process will be granted to each student.

Safe physical intervention by a trained team will be used when necessary to protect the student or other individuals and/or property from harm. The trained team will also be used to escort from the room a student who refuses to leave when asked.

Conferences (Parent-Teacher)

Parent-teacher conferences occur at the end of the first grading period after nine (9) weeks of school.

Parents are encouraged to plan to attend the scheduled conference with the teacher regardless of the progress of the child. These conference times are very valuable to the overall educational program of each child.

Some parents are hesitant about participating in conferences, but our teachers can do a much better job educating students if they share an understanding of the student directly with the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged by calling the Elementary School office.

Deliveries of Gifts or Flowers

Deliveries of gifts and/or flowers to the school for students are not recommended. The delivery creates disruption of the educational climate and the gift and/or flowers may not make it home safely. If things are delivered to the school, they will not be delivered to the classroom. The students will be allowed to get them from the office on their way home.

Detentions (30 minutes)

A "Detention" refers to an all-school policy and includes completion of a form of which one copy is forwarded to the office and the other copy is sent home with the student for signature by the parent. These are the only detentions that are regulated by this section. (Do not confuse this formal detention with what some students will refer to as a "noon-time detention"). Some teachers might use the loss of noon recess as part of his/her behavioral management plan. This is done for lesser infractions and helps to avoid detentions outside normal school hours.

Students who violate school or classroom rules may be assigned a 30 minute detention outside of normal school hours. Students who are serving a detention will be expected to bring enough school work to keep them busy for 30 minutes. Students may be assigned more than one detention depending on the violation. If this happens, detentions will be served at successive detention sessions. Students are required to arrange for their own transportation.

Detention Procedures

The following detention procedures shall be enforced:

1. In case of a disciplinary detention, a form will be given to the student with the date and time of the detention. One copy of this form must be signed by the parent/guardian and returned to the office the next school day. Failure to do so prior to the day the detention is to be served will result in a double detention, and the parents will be notified.
2. Students will have at least 24 hours (one day) to arrange transportation. Beyond that time, transportation difficulty does not excuse a student from an assigned detention. Detentions are generally served on Thursday throughout the year.
3. Failure to appear for an assigned detention, without prior arrangement, will result in a doubling of that detention.
4. Parents are responsible for transportation of students serving detentions after school. The school cannot provide transportation.
5. Detention will be held for 30 minutes outside of normal school hours at a time determined by the school.
6. A parental conference will be requested by the principal for any student who has received four detentions in a given semester.
7. The fifth detention during a semester will result in an after school detention for 30 to 120 minutes in length.
8. The sixth detention in any one semester will result in an ISS, which may be served on the day of a holiday party or end of the year field trip or school picnic.
9. Continued detentions after an ISS will result in further conferences with parents and possible out of school suspension and/or expulsion.

Discipline

It is the philosophy of the Waverly Elementary School that discipline is a consequence or set of consequences in response to unacceptable student behavior that corrects the behavior, imparts an awareness

of wrong doing in the student, teaches more acceptable alternative behaviors, and ultimately develops personal responsibility and shapes the moral character of our students.

Teachers have the authority and responsibility to maintain discipline in the classroom. All school personnel, teaching and non-teaching shall be charged with enforcing all student policies. School discipline with regard to serious misbehavior, misconduct or disobedience may be cause for suspension and/or expulsion as outlined in Board Policy 7:190. Such policies are to be consistently enforced.

Each teacher has developed specific expectations and rules for behavior in the classroom. School and class rules will be discussed with students on the first day of school. Each teacher will send home a copy of the school handbook and a copy of their classroom rules. Parents/guardians are expected to read the handbook and discuss school policy with their child/children.

General Building Conduct

Students shall not arrive at school before 7:45 a.m. Classes begin at 8:10 a.m. and students are dismissed at 3:10 p.m. each day. Failure to abide by the following rules may result in discipline:

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- Radios, tape players, CD players, cameras, or other unapproved electronic devices are not permitted without permission from the principal.

Student Behavior

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

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

the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- 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.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using or possessing an electronic paging device.
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop a specific behavior, non-defiant refusal to complete assignments or carry out directions, or refusal to submit to a search.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
 - A. First Offense: “0” on the assignment, Parent contact, and 2 hour detention
 - B. Second Offense: “F” for the nine weeks (Student is responsible for all assigned work for that quarter)
 - C. Third Offense: “F” for the semester and removal from the class
- Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property, or possessing stolen property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- Being absent without a recognized excuse or leaving school property during the day.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- 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.
- 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.

- Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
- Forgery, misrepresentation, or lying, including forged notes, permission slips, or misrepresenting parents when calling to excuse an absence or early dismissal.

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

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; 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

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

1. Notifying parents/guardians.
2. Disciplinary conference/Verbal Reprimand
3. Withholding of privileges (including extra-curricular attendance, driver’s ed, field trips, etc)
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school detention or Saturday detention provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Special assignment
10. Behavioral Contract
11. Counseling
12. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.

13. Suspension of bus riding privileges.
14. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
15. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
16. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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.

Corporal Punishment

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

Weapons Prohibition

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

Gang & Gang Activity Prohibition

"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.

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.

School Dress Code & Student Appearance

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

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- The length of shorts or skirts must be appropriate for the school environment. Shorts may not be worn from November 1st until March 1st unless given permission from the building principal.
- Body piercing jewelry will only be allowed if a simple stud is worn. This is subject to the building principal's approval.
- Bare midriffs, halters, shirts with less than 2" shoulder seam, chains or spiked apparel may not be worn in the building on school days.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline which may involve the student changing into their PE uniform or district provided attire.

Because students will be going outside for recesses, students need to be dressed appropriately for outdoor play including appropriate footwear. Shoes without backs may not be worn on play equipment. Students may not go barefoot.

Disciplinary Action for Dress Code Infractions

Grades K-6

1st offense- a note will be sent home with the student at the end of the school day stating that the student's apparel does not conform to the school's dress code; also, an oral explanation will be given to the student. Documentation of the offense will be kept.

2nd offense- Parent will be notified, and the student must be removed from the school and returned in a reasonable length of time dressed in compliance with the dress code.

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 22nd 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.

The local district in accordance with the Rules and Regulations will provide educational programs for children between the ages of three (3) and twenty-one (21) who have special needs for the Administration of Special Education in the State of Illinois. Waverly CUSD #6 has special education services available. In order to provide these services, our district is a member of the Four Rivers Special Education District. If your child has difficulty learning, talking, behaving, seeing, hearing, or moving, he/she might be eligible for special services. Our teachers conduct annual screenings to determine if any of our children are having difficulties that would require additional evaluation. If your child were having difficulty, then we would talk with you and request your written consent before conducting a comprehensive case study evaluation. A few severely handicapped students require services that cannot be provided by public schools and are, therefore, placed in private day programs or residential programs. As the parent of an exceptional child you have certain rights that are safeguarded by state and federal statute. Your rights pertain to records, independent evaluation notice, consent, hearing, evaluation procedures, least restrictive environment, confidentiality, and legal costs. If you have further questions about these rights, you may contact the Waverly school district. Upon request, a copy of the rules regarding special education will be provided.

Electronic Devices and Equipment/Toys

Electronic devices and toys should not be brought to school. In the event there is a special circumstance, it must be approved by the teacher prior to the student bringing a toy or device to school. If cell phones are brought to school, they must be kept in students’ lockers and not enter the classroom.

It is suggested that students get permission before bringing any item of value which might become lost or damaged at school. **The school is not responsible for any lost or damaged items brought from home.**

Emergency Information

In case of emergency each student is required to have on file at the school office the following information:

1. Parent (s) or guardian (s) name (s),
2. Complete and up-to-date address,
3. Home phone and parent (s) work phone,
(If you do not have a phone we need a neighbor's number.)
4. Emergency phone number of friend or relative,
5. Medical alert information.

If at any time during the school year this information changes, please notify the school office of those changes.

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 Dustin Day at (217) 435-8121.

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,
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 must be made a part of the Individualized Education Program; or
3. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student's parent or guardian documents this participation.

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

Fees & Charges/Waivers

The Board of Education shall yearly determine rates for textbook rental and all other fees. The district shall waive all fees for students who qualify for the Illinois free lunch program. To determine qualification of students for this waiver, the district shall use standards established yearly by the Illinois State Board of Education. It shall be the responsibility of the parents to supply the school district with all necessary information to determine eligibility of students. It shall also be the responsibility of the parents whose child's fees and charges have been waived to notify the school of any income changes that may occur during the course of the school year. The types of fees waived shall include the following:

1. Charges for required textbooks and instructional materials;
2. Charges and deposits collected for the use of school property;
3. Charges for field trips taken as part of a course;
4. Charges to participate in extracurricular activities including charges or deposits for uniforms or equipment owned by the school;
5. Charges for supplies required for a particular class;
6. Lunch or associated fees; and
7. Graduation fees, school record fees, health services fees, etc.

Fees that are not waived include the following:

1. Fines or charges made for the loss, misuse, or destruction of property;
2. Charges for the purchase of such items as class rings, yearbooks, pictures or items that become the property of students
3. Charges for optional trips taken by classes, clubs or organizations;
4. Charges for admission to dances, athletic events or similar events; and
5. Charges for general supplies, materials, or clothing those students are expected to supply for classroom or extra-curricular activities. These would include paper, pencils, pens, notebooks, markers, and practice clothing for athletics.

The school must charge some fees for expenses incurred during the school year. Fees should be paid promptly. If a student or his family has a financial problem which affects the payment of school fees, the situation should be brought to the attention of the administration where suitable arrangements can be made.

If a book or school property is lost, misused, or damaged beyond reasonable wear, the student shall be charged a fee for repair or replacement of the item.

The following reflects the fees schedule:

Textbook Rental Fees-

Grades K-6 \$50.00

School Lunches-

K-6 \$2.75
7-12 \$3.10

Breakfast-

Regular \$1.00
Reduced \$0.30

Adult	\$3.10	Adult	\$1.50
Reduced	.40		
Milk/Juice	.35		

A free and reduced price lunch application will be given to all children during registration week. Those parents wanting to apply for free or reduced price lunches should return completed forms to the school office as soon as possible.

Computer/Technology Fees

Students will be assigned a chromebook by the Waverly School District. Students in grades K-3, chromebooks will be housed in the students classroom and may be signed out at the teacher's discretion. Students in grades 4-6 will be responsible for chromebooks daily. Parents and students understand that Waverly CUSD 6 owns the Chromebook, software and issued peripherals. This Chromebook is to be used to enhance your child's education in accordance with Waverly CUSD 6 curriculum. This device should not be used for personal/non school related functions. If the student withdraws from and/or is no longer enrolled at Waverly CUSD 6 he/she should return the Chromebook in good, working order or pay for any necessary repair or replacement. The student will also turn in the Chromebook at the end of each school year in good, working order.

Fees may be accessed for the following:

- Lost or Damaged Charger-\$20.00
- Cracked Screen-\$30.00
- Damaged chromebook (ex. dropped) \$10-\$100 priced accessed at the time
- Completely damaged/chromebook needs replaced (ex. Spilled water on it) \$210.00

In no event shall the student or parents/guardians hold Waverly CUSD 6 liable for any claim of damage, negligence, or any breach of duty resulting from any act or omission related to the unauthorized use of the Chromebooks.

Field Trips

Field trips within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the surrounding community. Because field trips are a part of the curriculum, students are expected to attend planned field trips.

Parents will receive notices of field trips in advance of the scheduled trip date. The field trip permission form must be signed by parents or legal guardians in order for a student to attend any field trips. Parents may be asked to help chaperone some trips. Only students in the class will be allowed on field trips. Siblings or other children will not be allowed on the field trip. Field trips may be withheld as a possible disciplinary consequence. Students not attending the field trips for reasons other than discipline or illness must make arrangements with the principal ahead of time. Students will be considered truant and disciplinary actions will be taken for not attending field trips. Students who have field trips withheld are required to attend school.

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian with the attached form;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Gym Floor

All Students will be required to wear separate shoes for activities on the gym floor. No students will be allowed on the gym floor without the proper gym shoes, tennis shoes, or sneakers. No Crocs, boots, sandals, or hard sole shoes will be allowed.

Homeless Child's Right to Education

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.

Assistance and support for homeless families includes educational organizations and schools, food bank and meal programs, local service organizations (Goodwill, Salvation Army, etc.), family shelters, and medical services. Please contact the building principal for more information.

Homework

Homework is important! It is an extension of the learning that takes place in school. Homework can provide practice and drills that reinforce classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed on time.

Each K-6 classroom teacher will provide instructions on homework procedures, including those regarding grading and make-up of assignments.

Waverly Elementary uses "Teacher Ease." This computer program allows parents to access their student's grades by using a school issued password. Teachers will update the grades each Monday morning.

Illness or Injury

In case of illness or injury of a student, the school nurse will be contacted to assess the situation. Every effort will be made to contact the parent or guardian of the student if deemed necessary from nurse's assessment. Emergency numbers and the student's doctor will be contacted on a need basis. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If the school is unable to contact the parents, the emergency squad may be called to transport the student for appropriate care.

Remember, an emergency telephone number where parents can be reached must be on file at the office.

For a student to be dismissed from school due to illness a parent/guardian must come to the office to sign the student out and pick them up.

Administering Medicines to Students

Prescription medications will be administered by an administrator or school nurse under the following conditions:

1. A written statement from the student's physician, indicating the necessity for the medication and proper dosage, time and duration shall be required. The telephone number of the physician and the name and the phone number of the pharmacy shall be indicated.
 - All medicines shall be stored in an appropriate locked area.
 - In all cases the school retains the discretion to reject a request for administering medicine.
 - All prescription medication must be picked up by parent/guardian within two weeks of the last day of school. If medication is not picked up within two weeks then the medication will be disposed of.

MEDICATION CONSENT FORM

No medication (prescription or over-the-counter) will be given at school without a medication consent form. The medication consent form will be part of registration. You may also get a form from the office to fill out. If your child does not have a medication consent form, he/she will not be administered medication at school.

PRESCRIPTION MEDICATION: All prescription medication must be dropped off with the school nurse by the student's parent/guardian. The parent must fill out a Prescription Medication Form. Medication bottle label must indicate the following: Student's Name, Name of Medication, Dosage, and Time to be Administered, and Physician order.

ILLNESS AT SCHOOL

Students who become ill at school will be sent to the school nurse for consultation. If the nurse feels that the student should be sent home, every attempt to contact a parent or guardian will be made. Parents should pick ill students up at the office. Students will be sent home only if it is felt that it is in the best interest of the student and the rest of the student body. The following reasons will be deemed necessary for the student to be sent home: Lice, Nits, Any Contagious Rash, Fever of 100.4 or higher, Diarrhea, and/or Vomiting.

PARENT NOTICE: If your child is running a fever, vomiting, or has diarrhea, he/she will need to be free of symptoms for 24 hours without aid of medication before returning to school.

PROCEDURES FOR HEAD LICE OCCURRENCES

The Waverly School District follows a NIT-FREE guideline. This means any student identified to have head lice must leave school, be treated for lice, and have all the nits removed from the hair shaft before being readmitted to the school. Upon return to school, the parent is expected to bring the student to the school nurse for a head check to make sure all nits have been removed. If the nurse finds any nits, the student will be sent back home for complete nit removal. The student will be excused from school for two days (the day the student is sent home and the next day if the student has to go home for additional nit removal). After two days of absence for the same occurrence of head lice, the absences will be unexcused. After a student is readmitted to school, the student will be rechecked periodically for reoccurrences. If head lice are detected on your child at school, you will be notified immediately to pick up your child and take him/her home for proper treatment. Your child's classmates will be checked that day to rule out any other incidents. Re-treatment in the household should be done in 7-10 days. Another note must be sent to the nurse indicating treatment was done. Your child will be rechecked by the nurse again.

HEALTH EXAMS

The list below are physicals and immunization records that must be completed or scheduled prior to October 15th. All students entering kindergarten must have an eye exam by a licensed optometrist or ophthalmologist which is due by October 15th of the current school year. If the appointment day passes and the physical and immunizations are not completed, the student will be excluded from school until compliance is met. Dental exams are required for students in Kindergarten, second, and sixth grades which are due by May 15th of the current school year.

Pre-k: Physical on file and Updated Immunization Record

Kindergarten: Physical, Updated Immunization Record, Dental Exam, Vision Exam

2nd Grade: Dental Exam

6th Grade: Updated Immunization Record, Dental Exam, and Physical

9th Grade: Physical

12 Grade: Updated Immunization Record

Parents of new students entering the Waverly schools for the first time shall contact the proper building principal to ensure that they are in compliance with the Illinois School Code. Any student moving into the

Waverly School District from out of state must get an Illinois physical within one month after enrolling in school.

In addition, students wishing to participate in interscholastic athletics and cheerleading must have a physical on file with the office before any scheduled practice. For all Kindergarten students and those students enrolling in an Illinois school for the first time, Illinois law requires proof of an eye examination by an optometrist or physician who provides complete eye examinations be submitted to the school no later than October 15th.

SELF-ADMINISTRATION AND CARRY OF ASTHMA MEDICATION/EPINEPHRINE AUTO INJECTORS

The Illinois School Code allows students to self-administer/carry asthma medication/epinephrine auto injectors if appropriate conditions are followed and required forms are completed by the parents/guardians and the physician (or healthcare professional) licensed to prescribe such medication and placed on file with the school nurse. Permission forms will be required from the doctor's office and signed by the physician to then be given to the school nurse. If there is no form stating the student can carry medication, the medication will be kept in the nurse's office.

Vision Screening

Vision screening will be done, as mandated, for children in pre-school ages three or older; children in Kindergarten, 2nd, and 8th; and all special education students. Vision Screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the 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. This notice is not a permission to test. Vision Screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened as required by law.

In-School Suspension

An ISS involves a student's removal from all regular classes where an independent learning program is provided. It is served at school under the supervision of the principal or designee and does not result in an unexcused absence from school.

When a student is to serve an ISS, he/she should report to the office at 8:00 a.m. The teachers will provide the assignments for that day or send them to the office for completion. The student shall collect all necessary materials from his//her locker and report back to the office. The students serving the ISS will complete all assigned work and any additional work the principal may assign.

Lost and Found

All clothing found on school grounds, regardless of its value, is placed in the lost and found box. Money, jewelry, or any other articles of value are kept with the school secretary. Students should claim items only after proper identification. The leftover items will be taken to a charitable organization.

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.

Offenses Reported to Police

Offenses that will be reported to the police include, but are not limited to, the following:

1. Unlawful use of a weapon
2. A violation of the Cannabis Control Act
3. A violation of the Illinois Controlled Substances Act
4. Battery committed against any staff member
5. A threat of extreme violence

Parental Involvement (TITLE I)

The school annually has a meeting for all Parents/Guardians, which takes place during parent/teacher conferences.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

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

For additional information contact: Elementary Principal at (217) 435-2331.

The school provides Parents/Guardians with access to:

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

Volunteers

Volunteer parents, guardians, and others desiring to assist during school events such as field trips, parties, etc. must complete a Volunteer Form and submit to the school prior to the event in which they will be volunteering. Additionally, all volunteers are required to complete a background check in advance of the event, which is to be completed at the expense of the volunteer him or herself.

Parties

Classroom parties may be held to celebrate certain holidays. Parents may be asked to help with supplying treats for all classroom parties. Treats may also be provided for student birthdays after arrangements have been cleared with the classroom teacher. The treats will be distributed during juice time or at the teacher's discretion. **All treats and snacks must be store-bought and may not be from a personal kitchen. Additionally, all snacks and/or treats must be peanut-free.**

Pesticide Application Notice

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. To be added to the list, please contact:

Superintendent's Office
201 Miller Street
Waverly, Illinois 62692
(217) 435-8121

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Physical Education Classes

Physical education classes are a regular part of the school curriculum. Therefore, all students are expected to participate on a regular basis. If a parent of a student feels that his/her child should not participate for consecutive class periods for students having PE every day, the parent may write a note indicating the problem. After being excused by the parent for three days (daily schedule), the child will need a doctor's excuse to continue non-participation in PE. The PE teacher may request a doctor's order if a parent requests that a student be excused from PE too often.

Participation in physical education classes may require additional shoes specifically for the purpose of participation in physical education. Shoes used for physical education classes should be white-soled, non-skid tennis shoes. Black-soled shoes, boots, or any other footwear that may create skid marks is prohibited.

Promotion and Retention

Elementary school students who have shown evidence of proper growth and development from a mental, physical, and emotional standpoint and have obtained the standards set forth by proper authority shall be promoted. Such decisions shall be based upon the following criteria:

Primary Grades 1-3

Students shall be doing passing work in core subjects according to the following

Grade level requirements:

First grade - one of two core subjects (math and reading)

Second grade - two of four core subjects (math, reading, spelling, English)

Third grade - two of four core subjects (math, reading, spelling, English).

Intermediate Grades 4-6

Students in 4th grade must have a passing grade as the final year grade in reading, english, and math.

Students in 5th and 6th grade must have a passing grade as the final grade in ELA and math.

Before retention can be considered, it is essential that sufficient strategies to support student growth are implemented, and that the parents be kept informed of the student's achievement at all levels of development. Special education students will not be automatically exempt from retention if data supports the decision to retain.

The decision to retain a student will be made by the school team in consultation with the parent. The school team may consist of principal, counselors, interventionists, social workers, teachers, etc.

The school team and parents may mutually agree to retain a student if in their opinion a student stands to benefit from repeating a grade. The school team shall notify parents as early into the school year as possible when it becomes evident that the student might fail a course. Parents and teachers shall work together in the best interest of the students.

Final yearly grades will be determined by the average of the 4 quarter percentages. Two exceptions will be granted:

If a student has 3 quarter grades of D- and one quarter of F or if a student has one quarter grade of D, two quarter grades of D-, and one quarter grade of F the student will have passed regardless of the final percentage.

Recess Policies

Weather permitting, students in grades K-2 are given two recesses each day (noon included). Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students should always dress for outside recess. When a child is unable to go outside, a note stating the reason should be sent by the parent or guardian to the teacher. If your child is to remain inside for more than 3 days **a note from your doctor will be required.**

Students will use the gym, when available, when weather prevents outside recess. Quiet games, talking

with friends, and floor activities are permitted when indoors.

Outside Playground Rules

The outdoor playground and equipment are designed for the children to enjoy in a recreational and safe way. Students are to remain on the designated area of play during recess. When the fields are wet and muddy, they will become off-limits. The following rules are provided as a guide for a fun and safe playground:

1. Tackle football is not permitted;
2. No skates or skateboards are allowed;
3. Misuse or destruction of the playground equipment will not be tolerated;
4. Kicking, playing bump cars, wrestling, pushing, tripping, and spitting not tolerated;
5. All misunderstandings are to be settled by the supervising teacher.
6. No students will be allowed near the parked cars.
7. Gum is not allowed on the playground.
8. Toys and balls are not to be brought from home for use during recess. Balls and recess items are provided by the school.
9. No backless shoes and flip flops may be worn on playground equipment.

Outside Playground Rules (K-3)

Swings

1. Swing towards the building.
2. Sit in swing only.
3. No underdogs, twirling, climbing or jumping out.

Slides

1. Slide down one at a time only on seat.
2. Keep feet inside the slide.
3. No climbing poles or climbing up the ramp of the slide.
4. Go up the steps, one step at a time, forward.
5. Don't carry toys on the slide.

Playground Boundaries

1. Parking lot side -- Don't cross the yellow line by teacher cars.
2. Highway side of building - The edge of the building to the highway only as far as the first tree.

Misc. Rules

1. Limit running in and out; emergency bathroom use only
2. Stay off entrance (north & south) doorway porches.
3. Kick balls away from the building.

Outdoor Playground Rules (4-6)

Shoes must be worn at all times.

No dodge ball.

Wood Chips are to be left on the ground, not played with or carried away.

No tag on wood chips.

No games can be played with guns, shooting, killing, or any other inappropriate behavior.

Swings

No saving swings for another person.

Do not stand in the middle of the swing area while waiting for a swing.

Do not stand on swings.

Face the high school.

No jumping out, underdogs, or twirling.

Slides

Go down feet first on your seat.
One person at a time.
No climbing up the slide.
No objects going down the slides.
No climbing or sitting on the canopies.

Monkey Bars

No more than 5 people on the monkey bar at one time.
Can hang by hands, but not upside down or lying across the bars.
No jumping off of monkey bars.

Tetherball

Only 2 people may play at one time.

Indoor Recess Rules

The following rules apply to indoor recess activities:

1. All students should "freeze" and listen for directions when they hear the whistle. The whistle is a signal to stop.
2. Students should use the restroom before going to the gym.
3. NO food or candy is allowed in the gym.
4. "Gym" (tennis) shoes must be worn when playing indoors.
5. All recess equipment will be provided and stored in the gym closet. Equipment should be used in the manner in which it is intended. Basketballs and volleyballs should not be thrown the full length of the floor. Jump ropes are not to be wrapped around any student!
6. The West Stage is for the game of 4-square. Students should use the stairs to go to and from the stage. Please, no jumping off the stage.
7. For your safety -- no tag, chase, or sliding.
8. There should be no running in the bleachers. Students (Grades 3-5) are allowed to sit in bleachers, but must remain seated. No running on the stairs. Students are not allowed to sit on either stage. No climbing on or over black hand railing (east side of gym) -- use steps to leave the bleachers.
9. Anything not covered by the rules listed above will be handled by the supervising teacher on duty.
10. Toys and balls should not be brought from home. The school provides items to be played with during indoor recess.

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.

Request to Examine Instructional Material

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please submit a written request to your child's classroom teacher within 5 days.

Release of Student Information

Only names of students in a class will be handed out to parents or students. No lists of names with addresses and/or phone numbers will be released other than for school purposes.

Report Cards

Report cards are issued following the completion of each nine-week grading period. Progress reports shall be sent to parents between grading periods at approximately the mid-point of the grading period - as per board policy #655.03. Please carefully review your child's progress and contact the school if you have questions regarding grades. Report cards for grades K-3 will be signed by the parents and returned to the

teacher.

Report cards at the end of the year will not be available on the teacher institute day prior to the last day of school. They will be available on the last day of school or after that point in time. Report cards will not be mailed home. They can be picked up in the office.

Grading System (Explanation of Grade Card Symbols):

The following Grading Systems are utilized in the Waverly Elementary School.

S / U Grading System

S = Satisfactory S- = Needs Improvement
U = Unsatisfactory I = Incomplete

Standards Based Grading Scale

4 = indicates that the student has demonstrated proficiency in and can apply knowledge above and beyond the standard

3 = indicates that the student mastered the standard (This is the target score and to be celebrated!)

2 = indicates that the student is able to demonstrate some understanding of the concept required, but lacks proficiency

1 = indicates that the student has difficulty demonstrating understanding and needs support to complete the task

A - F Grading System

<u>Grade</u>	<u>Percentage</u>	<u>GPA Point Value</u>	<u>Grade</u>	<u>Percentage</u>	<u>GPA Point Value</u>
A+ =	98-100	4.0	C+ =	78-79	2.33
A =	93-97	4.0	C =	73-77	2.0
A- =	90-92	3.67	C- =	70-72	1.67
B+ =	88-89	3.33	D+ =	68-69	1.33
B =	83-87	3.0	D =	63-67	1.0
B- =	80-82	2.67	D- =	60-62	0.67
			F =	59 and below	0

Resolving Problems

Parents should communicate any concerns in a timely manner. Parents should use the following process to address those concerns.

1. Contact the teacher/bus driver/coach to discuss the issue.
2. If the conflict is not resolved, the parent may appeal by contacting the principal.
3. If the conflict is still not resolved, the parent may appeal to the District's Superintendent.
4. If the issue is not resolved after contacting the District Superintendent, the parents may bring the issue to the school board. Parents must inform the Superintendent of their request to meet with the school board at least 48 hours before the next scheduled meeting. Regular board meetings are scheduled the second Wednesday of each month unless otherwise posted.

School Visitation Rights

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

Sexual Harassment & Teen Dating Violence Prohibition

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:
 1. Substantially interfering with a student's educational environment
 2. Creating an intimidating, hostile, or offensive educational environment;
 3. Depriving a student of educational aid, benefits, services, or treatment; or
 4. 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.

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 building principal, school counselor, or 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.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Soda/Drink Machine(s)

Water, Gatorade, and Juice will be available to students via vending machines prior to school and after school. The machine(s) will be turned on from 7:45-8:05 and again at 3:10 p.m., and will be turned off at

the end of the evening. Students will not be allowed to store opened drinks or food in their lockers.

Student Due Process

A student and/or his parents are entitled to due process rights which include a review of the disciplinary actions by the principal. Parents may request the superintendent to review the disciplinary action. The superintendent will then respond in writing to the parents concerning their appeal. Parents have 10 days to make a written appeal of the superintendent's decision to the Board of Education.

Student Records - Notification of Rights of Parents/Students

The following provides the policy regarding student records:

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychology evaluations, special education files and teacher anecdotal records. The temporary record will be reviewed every four years for destruction of out-of-date information and will be destroyed entirely five years after graduation or permanent withdrawal.
3. Parents have the right to the following:
 - A. Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed 35 cents a page. This fee will be waived for those unable to afford such costs.
 - B. Challenge the contents of the records by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled by an impartial hearing officer.
 - C. Receive copies of records to be destroyed. The temporary records will be destroyed five years after graduation or permanent withdrawal.
 - D. Inspect and challenge information proposed to be transferred to another district.
4. Local, state and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order, or subpoena or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.
5. General information will be released to the public only according to the signed media release form.
6. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
7. Full and complete copies of the laws, rules and regulations on student records are on file with the records custodian of each school and the superintendent of the district.
8. Receipt of this handbook by the parent fulfills parent notification as to their rights concerning student's records upon enrollment. Additional notification will be provided upon leaving the school district.

Student Responsibility for School Incurred Expenses

Field trips, class/school parties, and other special privileges can be withheld if a student has repeatedly failed to return or pay for any of, but not limited to, the following items: uniforms, library books, lunch accounts, music supplies, and textbooks.

Suspension/Expulsion

The Board of Education has by policy authorized the Superintendent and Principal to suspend students from school, from extracurricular activities, and from school transportation. A suspension

signifies that the student's behavior has been so disruptive that the only reasonable way to address the situation is to remove the student from the environment for a period of time. In case of **suspension**, the Superintendent and the parents will be notified immediately, with the length of the suspension and the reason for the suspension fully stated. Parents shall have the right to appeal such suspension in keeping with provisions of the Illinois School Code 10-22.6. See the section entitled "Student Due Process."

A suspension from school means the exclusion from all classes and activities. A school suspension will not exceed ten days for any single incident. Suspended students from school may not participate in or attend any after school hour activities, including athletic practices, on days they are suspended.

A suspension from extracurricular activities means the exclusion from specific and /or all extracurricular activities sponsored by the school. An extracurricular suspension may be for an indefinite period of time to be determined by the principal.

A suspension from bus transportation means the exclusion from riding school transportation to and from school. A transportation suspension can last for up to ten days per incident. Expulsion means the removal of the student from the total school program and/or transportation for a period of time greater than ten days and up to two years. An expulsion signifies that the student's behavior is of an extremely serious nature or that the behaviors have been repeatedly disruptive. Transfer to an alternative school may be an option. The Board of Education has the sole power to expel a student. No student shall be expelled until he/she has been offered a hearing before the Board of Education.

No Child Left Behind

As a result of legislation passed by Congress called No Child Left Behind, parent/guardian of each student attending any school receiving funds under Title 1, Part A, may request, and the district will provide to the parent/guardian on request, information regarding the professional qualifications of the student's classroom teachers.

Visitors

Parents are welcome and are encouraged to visit the school. **It is a state mandate that all visitors, including parents, must report to the office upon arrival at school.** Arrangements for classroom visits **must** be made with the teacher or principal prior to the visit. Non-enrolled students may not visit school unless accompanied by an adult. Visitors who have not made previous arrangements will not be allowed to disrupt a class that is in session. Messages will be delivered from the office, or students will be called to the office if a parent needs to talk with his/her child. Uninvited guests, trespassers, and violators of this rule will be asked to leave the building and may be subject to arrest.

Withdrawal from School

Parents of students withdrawing from school should stop by the office and complete a withdrawal form. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to the next school of enrollment.

Tobacco, Alcohol, Drugs or Drug Paraphernalia

Students are prohibited from using, possessing, being under the influence or distributing tobacco (including smokeless e-cigarettes, vapes, etc), alcoholic beverages, illegal drugs or any type of paraphernalia (for alcohol or drugs) at school or at any school-sponsored event, whether on or off school property. This includes any class, organization or field trip, home or away athletic events, and all other school activities.

Any tobacco brought to school will be confiscated.

Students who use, possess, or are under the influence or distribute alcohol, illegal drugs, or paraphernalia (for drugs or alcohol) on premises or at a school activity will be suspended in accordance with this policy as described below. Any subsequent offense will result in additional disciplinary action up to and including expulsion from school.

Search, Seizure, and District-Wide Drug and Alcohol Policy

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects including automobiles parked on school property. All aspects of this policy are also applicable to students on school property who are attending school-sponsored activities, even if it is outside the normal school hours. School authorities include school liaison police officers.

Waverly Elementary School authorities can search an individual student when there is “reasonable suspicion” from the circumstances that the student is committing, is about to commit, or has committed an offense. The search would have to be justified at its inception, reasonable in scope, and not excessively intrusive in light of the age and sex of the student, and the nature of the infraction. Any evidence found could be seized by school authorities, and disciplinary action taken.

Search of Property

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

The superintendent may request that assistance of law enforcement officials to conduct inspections of lockers and searches of lockers, desks, parking lots, automobiles parked on the school property, and other school property and equipment for stolen goods, illegal drugs, alcohol, weapons or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Searches of Students

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as students’ clothing, purses, wallets, knapsacks, backpacks, lunch bags, lunch boxes, etc.) when there is reasonable belief for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the district’s rules.

The search itself will be conducted in a manner, which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When feasible, the search will be conducted as follows:

- outside the view of other students;
- in the presence of a school administrator or adult witness; and
- by a certified employee or liaison police officer of the same sex as the student

Student Drug and Alcohol Testing

The search may include requiring a student to submit to drug/alcohol testing if there is reasonable suspicion that the student is under the influence of drugs/alcohol. If the student and the parent(s)/guardian(s)/custodian(s) refuses to submit to the testing when requested by school authorities, the student shall be deemed to have violated the behavior standards as if the student has tested “positive” and the student shall be subject to suspension and/or expulsion.

Report on Search or Testing

Immediately following a search and/or drug and alcohol testing, a written report shall be made by the school authority that conducted the search and/or by the school authority with reasonable suspicion, and given to the superintendent. The student’s parent(s)/guardian(s)/custodian (s) will be notified of the search and/or drug and alcohol testing as soon as possible.

Seizure of Property

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

Guidelines for Penalties for Alcohol and/or Drug Use or Positive Alcohol and/or Drug Testing

In addition to or in place of the other consequences set forth in this Student Handbook, the Building

Principal, in consultation with the Superintendent, may consider options for the student testing positive for alcohol and/or drugs or manifesting signs of alcohol and/or drug use. For the first offense, the building Principal may consider a three (3) day suspension if the student agrees to participate in and does participate in a substance abuse counseling program approved by the Board. For any additional offense, the Building Principal may consider recommending expelling the student or suspend the student for less than the maximum time allowed if the student agrees to and does complete a substance abuse counseling program approved by the Board before returning to school.

All counseling or treatment is the financial responsibility of the student and the student's parent(s)/guardian(s)/custodian(s). The student and his/her parent(s)/guardian(s)/custodian(s) must agree to execute any documents required to verify the student is attending and cooperating in counseling. Any authorization required for verification purposes will not include a release of the actual counseling records but is a release only to the extent necessary to verify the student's attendance and cooperation in counseling.

Students Subject to Reasonable Cause Testing for Drugs and Alcohol

Any student appearing to be under the influence of illegal drugs or alcohol, as determined by school officials who observe odors, papillary changes, slurred speech, lack of normal coordination, or other behavior that is an indication of being under the influence, will be considered to have provided reasonable cause to perform drug and alcohol testing as outlined in this policy. Possession of illegal drugs or alcohol or possession of paraphernalia shall also be reasonable cause to perform drug and alcohol testing.

Procedures, Discipline and Options for Students Requested to Test Based on Reasonable Cause

1. When a situation provides the basis for reasonable cause for drug and alcohol testing, the Student and/or parent/guardian/custodian will be informed by the school officials as to why Reasonable cause exists. The school official shall request that the student and/or Parent/guardian/custodian review and sign the voluntary consent to allow testing. The student And parent/guardian/custodian will be informed that testing will either confirm suspicion of Alcohol or drug use or verify non-use. Consent by the student and parent/guardian/custodian Will be perceived by the District as a first step toward rehabilitation. The administrator may Immediately suspend the student for five (5) school days pending test results.
2. If the student and/or parent/guardian/custodian refuse the voluntary drug and alcohol test, the District shall process the case in the manner it would process any other "under the influence" situation including expulsion proceedings.
3. If the test is conducted and the test results are positive, the student may be disciplined as set forth in the "Tobacco, Alcohol, Illegal Drugs and Paraphernalia" policy. To avoid the harshest consequences, the student must agree to an assessment by a licensed drug/alcohol facility within ten (10) days.
4. If the student and parent/guardian/custodian agree to drug and alcohol testing, and if the test results are negative, the student will be immediately returned to school if the student was initially suspended unless the behavior that warranted the reasonable suspicion requires additional suspension.

Collection of Specimens for Drug and Alcohol Testing

Before any testing is done, the student must sign any forms that may be required by the Medical Vendor. At that time, the student may be asked to identify any prescription medication he/she is taking or any other medicine that may affect the test result. Whenever a student's test results indicate the presence of illegal drugs or alcohol, the following will occur:

1. If possible, the Building Principal, within 24 hours, will notify the parent/guardian/custodian by phone first, then the student of any positive results. A written notification from the Building Principal, by form letter, will be sent to the parent/guardian/custodian by certified mail. The Building Principal may keep all test results for a period of up to six years.
2. If the student and/or parent/guardian/custodian wish to contest the results, the Medical Vendor will arrange for the specimen to be submitted to another laboratory approved by the Board of Education for testing. This is done at the expense of the student and/or parent/guardian/custodian. Such a request must be made to the Building Principal in writing

within five (5) working days from first notification of positive test results.

The student will be required to produce an adequate urine specimen for the Medical Vendor. If the student is unable to produce a specimen, the student will be given fluid, the amount of which will be determined by the Medical Vendor. If unable to produce a specimen within two (2) hours, the student will be taken to the Building Principal's office and told he/she is ineligible for participation in any extracurricular program until tested at a later date. In addition, the parent(s)/guardian(s)/custodian(s) will be telephoned and informed the student is unable to produce a sample for the testing procedure and he/she must be tested at a later date in order to have the privilege reinstated. A later date will be selected by the Building Principal or designee not to be more than two (2) weeks in the future, pursuant to athletic policy.

Tampering With Specimen

A student will be processed and disciplined as any student found to be "under the influence" if he/she is found to have attempted in any way to alter the outcome of the specimen testing by adding a substance to the sample, attempting to switch the sample, or otherwise interfered with the detection of illegal drugs or alcohol. Any tampering will be reported to the student's parent(s)/guardian(s)/custodian(s) as soon as possible.

Definition of Terms

For purposes of this policy and all policies relating to illegal drugs and alcohol, the following terms are described as follows:

- **Paraphernalia**-Includes any utensil or item that in the school's judgment can be associated with the use of illegal drugs or alcohol. Examples include but are not limited to beer cans, flasks, roach clips, pipes, coffee filters, and bowls.
- **Eligibility**-The period of time during which the student wishes to participate in extracurricular activities and the activity is offered for the student's participation.
- **Illegal Drug**-A substance defined by the Illinois Criminal Code as illegal, including but not limited to: Amphetamines, Anabolic Steroids, Barbiturates, Benzodiazepines, Cocaine, Metabolites, LSD, Marijuana Metabolites, Methadone, Methaqualone, Opiates, Phencyclidine, or Propoxyphene. This term also includes any controlled substance, chemical, abused substance, or medication for which a prescription is required under the law and/or any substance that is intended to alter mood. Examples of the above include, but are not limited to hashish, chemical solvents, glue, look-a-like substances, and any capsules or pills available only by prescription from a physician but not prescribed for the student.
- **Intervention**-The effort to provide assistance to students and their families when the student's behavior is not conducive to learning. In certain specified situations, it is action taken to resolve behavior problems that take place on school property or at activities sponsored by the School District.
- **Medical Review Officer (MRO)**-A licensed physician selected by the Board of Education or the Medical Vendor in consultation regarding this policy. The MRO will review all results or urine drug and alcohol testing. The MRO determines if any discrepancies have occurred in the collection of the specimen. Depending on the substance found in the urine, if necessary the MRO would contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five (5) working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen. Finally the MRO, based on the information given, will certify the drug and alcohol results as positive or negative and the MRO (directly or through the Medical Vendor) reports the results to the Building Principal, initially reporting positive results by phone. The MRO may use quantitative results to determine if positive results on repeat specimens indicate recent use of illegal drugs or the natural decline of levels of illegal drugs from the body. If the MRO feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported. The MRO will complete the final review on the drug and alcohol testing custody and control form and return the appropriate

- copy to the Building principal.
- Medical Vendor-The medical office or company selected by the Waverly Board of Education or its designee to carry out this Policy or drug and alcohol testing. The Medical Vendor will set up the collection environment, guarantee specimens, and supervise the chain-of-custody as well as provide control forms to use. To maintain anonymity, the student will be assigned a number by the Medical Vendor. The Medical Vendor will establish a system to escort students to the collection site.
 - Possession-Includes actual possession of the illegal drug or alcohol on the student's person or contained in or on the student's property as well as delivering, selling, passing, sharing, or giving any alcohol, or illegal drug as defined by this policy, from one person to another.
 - Prevention-Defined as those activities designated to motivate students to avoid illegal drug or alcohol use.
 - School Officials-This term includes the District superintendent, principals, teachers, and any other adult staff. It is the intent of the District to train all adult staff in the signs and symptoms of alcohol and illegal drug use.

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