

# Student Handbook

## 2022 — 2023



Dear Parents/Guardians:

The Denman Elementary Student Handbook has been prepared, to achieve a genuine understanding and cooperation between the parent, child, and school. Please note that this year's handbook is divided into three parts: Part I - General Information, Part II - Rights and Responsibilities, and Part III - Health Information.

We ask that you and your child carefully read and discuss the contents of this handbook, sign below, and return this page to your child's teacher by carefully removing it from the booklet. ***This page should be returned to your child's teacher by Friday, September 2, 2022.***

All of the operational guidelines and policies observed at Rooney Elementary are subject to meeting the rules and regulations put forth by the Quincy Board of Education and the School Code of Illinois.

Thank you for your cooperation. We are looking forward to a great year at Denman Elementary!

Sincerely,

Mrs. Chrissy Cox

Parent/Guardian Signature	Date
Student Signature	Date
Teacher Signature	Date



Denman Elementary School  
4100 Harrison St. Quincy, IL 62305  
(217) 222-2530

Lisa Wiegand, SAM

**Chrissy Cox, Principal**

Lori Biswell, SE SAM

## QPS MISSION STATEMENT

Educate students and teachers to achieve personal excellence

## Denman Mission Statement

SOAR to new heights, LEAD to lift others, ACHIEVE personal best

## Denman Vision Statement

Leaders today, Learners for Life

## Denman CORE Values

Embrace   Grow   Inspire   Learn  
Play   Pride   Succeed   Trust   Unite



House of Givers



House of Friendship



House of Courage



House of Dreamers



House of Kindness



House of Unity



House of Success



House of Uplifting

## One Norm

**Keep myself and others safe with my words and actions**

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## QUINCY PUBLIC SCHOOLS K-5 ELEMENTARY DIRECTORY

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## **PART I – GENERAL INFORMATION**

### **SCHOOL- HOME PARTNERSHIP**

**Quincy Public Schools Philosophy** - Quincy School District believes that each child is an individual citizen, unique in endowment, potential, and destiny. An individual undergoes a continuous process of physical, mental, emotional, and social change. He/she learns through his/her own response and reaction to each experience in which he/she is a participant.

We are obligated to provide a continuously evolving type of educational program whereby:

Each child may become aware of his/her own interests, abilities, limitations, and potentialities, and be able, with help, to set reasonable goals for himself/herself.

1. Each child may be part of a plan where his/her mental, emotional, physical, and social growth can be developed to the limits of his/her ability.
2. Each child may develop and maintain good health, proper health habits and physical fitness.
3. Each child may be encouraged to make full use of his/her creative abilities.
4. Each child may develop skills and concepts in communication and computation that will be needed by the individual.
5. Each child may develop the positive concept of self and accept that all persons have rights, dignity, and worth.
6. Each child may develop self-discipline and responsibility, proper classroom, and school behavior, and provide the effort necessary to develop proficiency in the academic curricula.
7. Each child will develop a sense of good citizenship.

## **K-5 SCHOOL COMPACT- *Student-Parent-Teacher-Principal Agreement***

We know that learning can take place only when there is a combination of effort, interest, and motivation. As we are all committed to \_\_\_\_\_'s progress in school, we are going to do our best to promote his/her achievement. This agreement is a promise to work together. We believe that this agreement can be fulfilled by our team effort. Together we can improve teaching and learning for every student.

As a **STUDENT**, I will:

- Attend school regularly and on time.
- Work to my best ability.
- Ask my teacher when I need assistance.
- Learn and live the school wide expectations

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Student Signature

As a **PARENT**, I will:

- Make every effort to see that my child attends school regularly and on time.
- Support the school in its efforts to maintain proper discipline.
- Attend Parent/Teacher conferences for my child.
- Participate in family interaction activities.
- Read and discuss the school handbook with my child.

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Parent Signature

As a **TEACHER**, I will:

- Provide a safe learning environment with motivating and interesting learning experiences in my classroom.
- Communicate and cooperate with each parent and student to provide the best education possible.
- Keep parents and students informed of the student's progress.
- Welcome parent participation in the educational process.
- Follow the student handbook and board policies.

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Teacher Signature

As a **SAM/PRINCIPAL**, we will:

- Facilitate an environment that allows for positive communication between teacher, parent, and student.
- Communicate to students and parents the school's mission and goals.
- Ensure a safe and orderly environment.
- Act as instructional and social emotional leaders by supporting teachers in their classrooms.
- Provide appropriate in-services and training for teachers and parents.

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Principal Signature

**Please return to your child's teacher by or before September 2, 2022.**



## **DENMAN ELEMENTARY SCHOOL DAY SCHEDULE**

The instructional school day will begin each day at 8:45 a.m. By this time, all students are expected to be in their assigned room, ready to learn.

### **LUNCH PERIODS**

Kindergarten: 11:05 – 11:35  
1<sup>st</sup> grade: 11:25 – 11:55  
2<sup>nd</sup> grade: 11:45 – 12:15  
4<sup>th</sup> grade: 12:05 – 12:35  
3<sup>rd</sup> grade: 12:25 – 12:55  
5<sup>th</sup> grade: 12:45 – 1:15

### **TYPICAL SCHOOL DAY AT DENMAN ELEMENTARY**

**Students should not arrive before 8:25 a.m. This is a safety issue since adequate supervision cannot be provided. Please call if you have questions.**

Students arriving prior to 8:25 a.m. will not have access to the building. At 8:25, students can enter the building. Our K-2 students will go straight to the classrooms and make a breakfast choice, if desired. Our 3-5 students will enter the building and either go straight to the classroom or go to the cafeteria to get breakfast to take to their classroom. All students should proceed in an orderly manner to their classrooms.

School begins and instruction will start at 8:45 a.m. There will be times when the entire class will move to other areas in the building for specific types of instruction, such as music or physical education.

**Students will be issued hallway passes if it is necessary for them to leave the room for any reason.** All staff members will be more than willing to give assistance to any student if the student becomes disoriented while away from his/her assigned room. Denman Elementary School dismisses at 3:15 p.m. for all students, Monday – Friday.

## **ADMISSION PROCEDURES**

### **Entrance Age**

Entrance age rules provide that (1) all pupils who will be five years of age on or before September 1<sup>st</sup> may enter kindergarten, and (2) all pupils who will be six years of age on or before September 1<sup>st</sup> may enter first grade if the student meets the school requirements.

### **Admission Practices**

When enrolling a student in Quincy Public Schools for the first time please have the following:

- ✓ Parent/Guardian Driver's license or State ID
- ✓ Certified birth certificate
- ✓ Health form signed by a doctor
- ✓ Proof of residency (*e.g., house contract, deed, utility bill, lease agreement, etc.*)
- ✓ Proper proof of immunizations \* If a child does not have the health examination and immunization(s), he/she will be excluded from school by state law.

## **WITHDRAWING FROM THE QPS DISTRICT**

Parents should notify the school prior to a student leaving the district. This allows time to prepare student records, determine refunds, etc. The student's records will be forwarded at the request of the school personnel in the district where your child is transferring.

## **AMERICANS WITH DISABILITIES ACT**

The Quincy Public School District No. 172 does not discriminate on the basis of disability in admission to, access to or operations of its programs, services, or activities. School District No. 172 does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990. Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the District's designated ADA Compliance Coordinator:

**Name:** Eryn Beswick

**Title:** Director of Special Education

**Office:** 1416 Maine St., Quincy, IL 62301

**Phone:** Voice: (217) 223-8700 TDD: (217) 223-8700

**Days/Hours Available:** Monday - Friday 7:30 a.m. - 4:30 p.m.

Individuals who need auxiliary aids for effective communication in programs and services of the public schools are invited to make their needs and preferences known to the ADA Compliance Coordinator. This notice can be made available in large print, on audio tape and in Braille from the ADA Compliance Coordinator.

## **NOTIFICATION TO PUBLIC CONCERNING ASBESTOS**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), all building occupants, staff members, students, parents, and legal guardians of students are hereby notified that plans for our school buildings are on file in the Office of the Principal and are available for inspection during regular office hours.

## **BICYCLES**

Students may ride bicycles to school. All bicycles should be secured with individual locks in the bicycle racks. Bicycles should not be ridden on the grass, playground area, or sidewalks.

## **BREAKFAST/LUNCH**

Schools offer breakfast and lunch each school day. The meals follow the nutritional guidelines set by the U.S. Department of Agriculture for the National School lunch and breakfast program. In a typical year, guidelines are set by the federal government to determine what a student must pay for the meals depending on the household income of the family.

Students bringing a sack lunch may choose to purchase milk or juice for \$0.35. Additional milk or juice may be purchased by hot lunch students as well. **Please do not include carbonated beverages in thermos bottles.** The expansion of air inside causes leakage. If you have any questions, please call Jean Kinder, QPS Food Service Director, at 228-7158, ext. 2261.

## **CHILD ABUSE**

School personnel are required by law to report cases of suspected child abuse or neglect to the Department of Children and Family Services and/or the State Child Abuse Hotline.

## **CLASSROOM PARTIES**

Each year we celebrate the seasons of Fall, Winter, and Spring as well as Valentine's Day at the end of the school day. Students are invited to bring a treat to the class to celebrate their birthday. Normally, there will be no birthday parties for either students or teachers held in the classroom; however, special exceptions to this policy may be granted by the classroom teacher. The intent of these exceptions is to be consistent in individual classrooms, and instructional time should not be interrupted.

## **EMERGENCY DRILLS**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

## **ERIN'S LAW**

"Erin's Law" requires that all public schools in the state to implement a prevention-oriented child sexual abuse program. Students in kindergarten and first grade are required to participate in "Happy Bear". Students in second and third grade are required to participate in "PS, It's My Body". "Happy Bear" and "PS, It's My Body" are educational programs that teach children about appropriate and inappropriate touch. Both programs are provided by the Adams County Health Department, Advocacy Network and Quanaa. Parents and guardians who do not want their child to participate in these educational programs need to submit a written objection to the building administrator prior to the educational lesson. Parents or guardians may examine the instructional materials to be used for the lesson. Lessons are provided annually to all students in kindergarten through third grade.

## **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.

## **INCLEMENT WEATHER**

Because of weather or other emergency conditions, it may be necessary to dismiss earlier in the day than usual. If this occurs, local radio and TV stations will broadcast the information. An emergency plan should be prepared, whereby, in the event of a parent's absence from home at the time of an early dismissal; a student could be instructed to go to the home of someone (relative, neighbor, etc.) who could be responsible until the parent returns home or school starts.

**Proper Dress:** We ask that parents keep a close check on weather conditions and dress students appropriately. Clothing items should be clearly marked in case they are lost.

## **INSTRUCTIONAL FEES**

There is a \$60.00 charge to Quincy Public School students in grades kindergarten through fifth grade. Those receiving a free lunch owe no book fees. Those qualifying for reduced lunch owe half the regular fee.

## **MESSAGES**

There is a telephone available in the office which students may use. Students are discouraged from using the telephone except in cases of an emergency. Students should not be called during school hours unless it is an emergency. We do not make a practice of disturbing students in their classroom to answer the telephone. In case of a real necessity, please call the school and we will deliver a message to your child. Teachers will not be disturbed during class to answer telephone calls. Please call the office and the message will be given to your child and or to the teacher.

It is important that the school be notified immediately when a student's address/or telephone number changes.

## **SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY**

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for ensuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.

6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health, or safety.

## **SCHOOL RECORDS**

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

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

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

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

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

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

**5. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a

student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

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

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

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

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

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>1</sup>**

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

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

**9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

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

## **SEX EQUITY**

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

No student shall, based on sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by contacting his/her principal or the Secretary of the Board of Education (217-223-8700).

## **SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS**

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

- Illinois Sex Offender Registry, <https://www2.illinois.gov/idoc/Offender/Pages/ParoleeSexRegistrantSearch.aspx>
- Illinois Murderer and Violent Offender Against Youth Registry, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)
- Frequently Asked Questions Concerning Sex Offenders, [www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## **SUICIDE AND DEPRESSION AWARENESS & PREVENTION**

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

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

## **STUDENT SURVEYS**

The Board Policy No. 748 Survey of Students provides in part: Accordingly, it is the policy of the Board of Education that no survey shall be given to students unless the Board of Education has approved such participation. Such approval will normally be based upon Board committee recommendation but may be based upon recommendation of the Superintendent or other entity as the Board of Education deems appropriate.

When approving a survey, the Board of Education shall designate the conditions of the survey, to wit

- (a) parental consent required; (b) parent may opt out student. Notice of opt-out may be given to parent by delivery of notice to student for delivery to parent.

## **VISITORS**

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

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



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

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

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

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

**All non- Denman students wishing to visit school must check in with the office and receive permission to do so. Permission should be prearranged.**

## **VOLUNTEERS**

Volunteers are very valuable to your child's school. Volunteers from the neighborhood and community are used in a variety of ways to support the many activities of the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. If you are interested in volunteering, contact the principal.

## **PART II – STUDENT ATTENDANCE AND DISCIPLINE**

### **ATTENDANCE POLICY**

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

### **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Eryn Beswick, Director of Special Education.

### **REPORTING AN ABSENCE**

There are two types of absences: excused and unexcused. Excused absences include: illness (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS[1], or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. Students who are excused from school will be given a reasonable timeframe to make-up missed homework and classwork assignments. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at [217-222-2530] before 9:30 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:30 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential. Please note that you

must call on the day of each absence, even on consecutive days if an illness continues. This is a safety issue not just an attendance issue.

## **PREARRANGED SCHOOL ABSENCE**

An absence may be prearranged with the school officials by parents for reasons other than personal illness, and emergencies will be handled on an individual basis by the school attendance personnel. All requests for a prearranged absence form must be phoned in or requested in writing by a parent or guardian. The prearranged absence form must be obtained from the principal's office 5 days prior to the absence and taken to all of the student's teachers, then home to be signed by a parent, and brought back to the principal's office for final approval.

## **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

- Referral to the Regional Office of Education Truancy Officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

Addressing unexcused and/or excessive absences includes one or more of the following:

- letters will be sent home to update parents on their child's attendance and possible ramifications.
- Conferences by phone or in person
- Doctor's verification of illnesses when child returns
- Home visits
- Meeting with the principal, counselor, police liaison office and/or regional truant officer

## **TARDY**

Students entering the school after your school's start time are considered tardy. Students who are tardy to school must have a tardy slip from the office to enter class. Students who arrive in the morning to eat breakfast are still responsible for being in class by the school's start time. Tardies count as  $\frac{1}{4}$  day of absence and are unexcused unless otherwise noted. Unexcused tardy days can add up to full truant days. Four tardies equal one unexcused day of school.

## **OTHER ATTENDANCE SITUATIONS**

If an absence is known ahead of time, please let the office and your child's teacher know as soon as possible.

- If a parent is ill or requires a hospital stay, the law requires that plans be made for your child to attend school. If you cannot make arrangements with family or friends, please call the school office, as we may be able to assist you through one of our community agencies.

- Routine trips to the doctor should be made outside of school hours. If this is not possible, minimize the amount of time away from school. A full day's absence for a routine physical examination is unnecessary. Parents are to pick up children from the office and return them as soon as possible.

## **PARENT RESPONSIBILITIES**

### **PARENTS HAVE THE RIGHT TO:**

1. Expect a classroom atmosphere, or climate that allows a good education to take place.
2. See your child's school records.
3. Be told of your child's attendance, learning or behavior problems.
4. Share in Parent Teacher Association (PTA) and other school activities.
5. Receive quarterly reports on your child's progress in learning.
6. Be included in decisions involving your children at school.

### **PARENTS SHOULD:**

1. See that you attend school regularly and are not tardy.
2. Understand the responsibilities of the teacher who takes the place of the parents during the school day.
3. Support the rules of the school, the district, and community.
4. Safeguard your health by making sure that you go to the doctor and dentist regularly.
5. Attend school conferences. Also, attend other school activities, when possible.
6. Plan a time and place, with supervision, for you to do homework.
7. Talk with you and the teacher about school and report cards.
8. Cooperate with the school regarding the discipline code.

## **STUDENT RESPONSIBILITIES**

One of the most important responsibilities you have as a student in your school is good behavior. Without good behavior, you do not learn what you should be learning, you make it hard for other students to learn, and you make it difficult for the teachers to teach. To make sure that you and other students know how to behave in school, a discipline code has been written. A discipline code tells you the rules of the school, the kind of behavior that is expected of students, and also the kind of behavior that will not be permitted at school. If you do not behave as you should, the discipline code tells the action(s) that will be taken by your teacher, administrator, school administration manager (SAM), or School Support Family Liaison (SSFL).

All provisions of the special education laws, including P.L. 94-142, are considered to govern the administration of discipline in District 172. Consequently, some provisions of this handbook may not apply in some cases where a student's program is determined by an approved Individual Education Plan (IEP).

### **ALL STUDENTS HAVE A RIGHT TO:**

1. Learn.
2. Protection from physical or verbal abuse.
3. Receive help with your studies.
4. Give your point of view as long as it does not harm the rights of others.
5. Learn to make decisions.
6. Know the reasons for any discipline and have adults available to help you when your ideas and those of the school do not agree.
7. Know the School Discipline Code.

#### WHAT YOU (STUDENT) SHOULD DO:

1. Come to school every day and be on time.
2. Go to all classes and do your work.
3. Ask your teachers for help.
4. Help care for books, supplies and all school property.
5. Follow all school rules. Follow all requests by staff. \*
6. Be polite to all teachers and staff. \*
7. Do not use bad words.
8. Make sure you are neat and clean.
9. Act in a way that will help you and other students learn.
10. Be fair and kind to other students.
11. Do not fight or hurt other students.
12. Listen and follow directions.

\*Staff includes bus drivers, cooks, custodians, library personnel, lunchroom supervisors, secretaries, etc.

### TEACHER RESPONSIBILITIES

#### TEACHERS HAVE THE RIGHT TO:

1. Expect you to behave properly.
2. Be respected by students, parents and other staff.
3. Protection from physical harm and from harm or theft of personal property.
4. Ask a student to leave a class when a student is misbehaving.
5. Call for a parent/teacher conference when a student breaks the discipline code.

#### TEACHERS SHOULD:

1. Provide the best possible education through good classroom climate, which allows for learning to take place.
2. Respect all students and parents.
3. Be available to talk with staff, parents and students.
4. Enforce the rules of the school courteously, consistently and fairly.
5. Deal with disciplinary problems quickly, firmly and fairly.
6. Help with discipline outside of the classroom - in halls, the restrooms, and on the school grounds
7. Teach respect for community property and good citizenship.

### SCHOOL'S AUTHORITY

*Illinois School Code, 105 Illinois Compiled Statutes 5/24-24. Maintenance of Discipline states:* **Teachers** and other certified educational employees shall maintain discipline in the schools, including school grounds which are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. Reasonable force may be needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Nothing in this section affects the powers of the Board to establish rules with respect to discipline. The Board may make and enforce reasonable rules of conduct and sportsmanship for athletic and co-curricular school events. Any person who violates such rules may be denied admission to school events for not more than one year, provided that written 10 days' notice of the violation is given such person and a hearing had thereon by the Board pursuant to its rules and regulations. The administration of any school may file legal charges as agents of the school against persons committing any offense at school events. Any pupil who is guilty of gross disobedience or misconduct, emotionally disturbed, or is giving evidence of severe emotional disturbance, may be suspended by the principal. When students act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to the loss of some of their rights. Attendance at extracurricular events is considered a privilege at which students must abide by the school rules and regulations.

## **SAFETY DRILLS**

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

## **A SAFE AND SECURE ENVIRONMENT**

Quincy Public Schools requires a safe and secure environment, any act, comment, remark, or statement by a student either verbal, nonverbal or written which could in any way be interpreted as a threat to the safety of any person shall subject that student to disciplinary action up to and including expulsion. This includes all such acts, comments, statements, or remarks. Lack of intent (*e.g., "It was a joke"*) shall not be a defense to disciplinary action.

## **DISCIPLINE POLICIES AND PROCEDURES**

One of the most important lessons education imparts is that of discipline; in fact, "to discipline" means "to teach." While it does not appear as a subject, discipline underlies the whole educational structure. It is the training that develops self-control, character, and leadership. It is the key to good conduct and proper consideration for other people. Therefore, staff tries, in all disciplinary procedures, to teach students to consider more productive and positive behavior choices. Though it may not always be easy for the student being disciplined to recognize the distinction, it is hoped that the disciplinary process will be a corrective learning experience and not merely a punitive one. Parental support of school discipline procedures is imperative. The use of corporal punishment is prohibited in all schools under Illinois law and Quincy Public School regulations.

Disciplinary policies may include but not be limited to the following disciplinary measures:

- Denial of privileges
- Removal from the classroom
- Student/Parent Conference
- Detention
- Behavior Intervention Plan
- Suspension
- Expulsion

# QPS K-5 Behavior Procedures

Category 1 involves minor misbehaviors which impede orderly classroom procedures. Such misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of other school support personnel. These include but are not limited to such misbehaviors as:

## **Category 1 – Classroom Managed**

- Physical Contact (pushing in line, etc.)
- Tattling
- Inappropriate Language
- Low level defiance/Refusal/Whining
- Annoying/Distracting others
- Disrespect
- Academic dishonesty/Lying/Cheating
- Bringing inappropriate items to school
- Not bringing materials/supplies to class
- Spitting
- Property Misuse
- Bus Contact
- Distractive/inappropriate/unsafe dress
- Tardy
- Other

## **Consequences/Intervention**

- Timeout in room
- Parent contact (phone, letter, email, conference)
- Loss of privilege
- Moving seats
- Behavior contract (written/verbal)
- Removal to another classroom
- Verbal warning
- Problem Solving Conference with student
- Natural Consequences
- Review of PBIS expectations
- Seizure of inappropriate items
- Restricted lunch/recess
- Other

**\*Administration reserves the right to determine the classification of the offence in addition to disciplinary responses.**

Category 2 involves misbehaviors whose seriousness and or frequent disruption tends to disrupt the learning process, creates a health or safety concern to others and damage to or attempts to damage school property. These misbehaviors require the intervention of behavior support.

## **Category 2 – Office Managed**

- Physical aggression
- Intimidation/Harassment/Bullying – Includes social media
- Gangs
- Frequency of Lying
- Theft
- Offensive or abusive language
- Inappropriate display of affection
- Weapons
- Disruptions
- Possession or use of drugs, tobacco and/or smoking materials
- Disrespect to an adult
- Refusal: Failure to obey a reasonable request or direction of school personnel
- Physical/verbal threats
- Property damage/vandalism
- Bus misconduct
- Leaving school without permission
- Sexual harassment/misconduct
- Fighting
- Other

## **Consequences/Intervention**

- Home contact
- Loss of privilege
- Apology verbal or written
- Prearranged detention
- Home visit
- Student/Staff/Parent conference
- In-School Suspension
- Out of School Suspension
- Financial restitution
- Involvement of law enforcement
- Referral to outside agency or school district support services (e.g., SASS referral, safe school evaluation per BOE approval)
- SE SAM – Referral to Administrator
- Loss of bus riding privileges
- Other

**\*Administration reserves the right to determine the classification of the offence in addition to disciplinary responses.**

**Category 3** involves a direct threat to the health and safety of others and/or violence to another person or property at the school. These actions may result in temporary removal from school, restitution and/or prosecution and possible

recommendation to the Board of Education for alternate school placement, pre- expulsion agreements or expulsion.

**Category 3 – Administration Managed**

- Arson
- Bomb Threat
- False Fire Alarm
- Burglary/Robbery/Theft
- Malicious destruction of property
- Possession, use, and/or distribution of weapons, ammunition, explosives-Or look-alikes of any kind
- Possession, use, and/or distribution/sale of drugs, drug paraphernalia including all controlled substances, look-alikes, and alcoholic beverages. Acts of bullying/intimidation or mistreatment toward students
- Threats towards school personnel or others
- Battery of school personnel or others

**Consequences/Interventions**

- Detentions
- Short term out of school suspension: 1-3 days
- Long term out of school suspension: 3 – 10 days
- Recommendation board action resulting in pre-expulsion agreement or expulsion
- Recommendation board action resulting in appropriate education placement
- Safe school evaluation per central office approval
- Conference with student and parent
- Involvement of law enforcement
- Denial of privileges
- Referral to outside agency or school district support services (i.e., SASS, BIP, Wrap Plan)

\*Administration reserves the right to determine the classification of the offence in addition to disciplinary responses.

**POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS**

PBIS is a process for creating safer and more effective schools. PBIS includes school-wide procedures or norms and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is a team-based process for systemic problem solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach, and all students can learn.

At Denman, we have one norm for all areas of the building:

*Keep myself and others safe with my words and actions*

**BUS TRANSPORTATION**

According to state law, a kindergarten through fifth grade student must live 1 ½ miles from the educational site or have to cross a hazardous area (hazardous areas are determined by state authorities) before they can ride the school bus. Students who qualify for transportation are expected to be orderly and well-behaved at both the bus stop and on the bus.

Students are allowed to ride their assigned bus only. You may only ride another bus with a pass from the office. To receive a pass, you must bring in a note signed by your parent and present it to the secretary BEFORE SCHOOL on the day you need the pass.

Students must be at their designated bus stop on time and wait in an orderly manner. If students choose to engage in dangerous activities at or near the bus stop, such as pushing, shoving, or running around, they will lose their privilege of riding the bus. The school bus and bus stop areas are regarded as an extension of the school environment, and students are expected to maintain the same standards of behavior as are appropriate in other school environments.

While on the bus, students are expected to follow the rules given by the individual bus drivers. Again, any student



who chooses to disregard these guidelines may lose his/her privilege of riding the bus for a period of up to ten school days. If this occurs, the school or transportation disciplinary coordinator will notify the parents. School discipline may be administered, as well, for students not following bus procedures.

## **SCHOOL BUS RULES**

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

1. Violating any school/bus rules or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful defacement of the bus.
4. Use of profanity.
5. Willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal and/or Department of Transportation Director or their designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

School bus rules and procedures are posted on the bus and will be discussed by the bus driver. For questions regarding school transportation, call 217-224-5910.

## **CELL PHONES & OTHER ELECTRONIC DEVICES**

Cellular phones or other personal electronic entertainment devices are not to be used during regular school hours unless they are registered and approved as a BYOD device. Approved devices will be facilitated by the classroom teacher for use in instructional activities. Regular school hours are defined as starting bell to dismissal bell. If electronic devices are brought to school, they are to be kept in the student's book bag and turned off during school hours. Any student who chooses to bring these types of devices to school is doing so at his/her own risk. QPS #172 assumes no responsibility for lost, damaged, or stolen items. If a student misuses a cell phone or electronic device, they may be subject to the discipline policy, which may result in the item being confiscated from the student.

## **CRIMINAL CONDUCT**

A student whose conduct is subject to the jurisdiction of the Quincy Public Schools who engages in conduct which is in violation of any criminal statute in the State of Illinois, or the United States of America is subject to expulsion.

## **DANGEROUS WEAPONS**

Possession or use of explosives, firearms, or other dangerous weapons or instruments shall be prohibited at all times on school buses, in school buildings or on school grounds, or at any school sponsored activity or event.

Items that must be brought to school for class demonstration or industrial arts are to be checked into the principal or dean's office until needed for class. Toy "look-alike" weapons will be considered "real" weapons. Students found to be in violation of this policy with the intent to harm, shall be disciplined by the administration on an individual basis. The district shall notify the parents of the action taken and notify law enforcement. In cases of suspension or expulsion, the district shall follow procedures required by state law and Board policy.

## **DRESS CODE**

Sometimes the question arises regarding what is or is not permissible to wear at school. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. While we rely on the good judgment of parents/guardians, students will not be allowed to wear apparel that is offensive to others or interferes with the educational process. The following are dress guidelines:

- Winter coats/jackets are designed for outdoor temperatures and are not to be worn in the building except to and from outside. A light jacket may be acceptable.
- Shoes are to be worn at all times. Slippers are not acceptable.
- Clothing with inappropriate lettering and/or pictures that are offensive are not to be worn (e.g., that which encourages the use of alcohol, tobacco, drugs, firearms, or depicting violence or obscenities).
- Halter tops, midriff tops, strapless dresses/tops, spaghetti straps, and/or low-cut shirts that are revealing are not to be worn.
- Shirts or pants that are excessively ripped or have excessive holes are not acceptable.
- All clothing must fit properly. Bottoms must be at a length no shorter than one's fingertips can reach.
- Clothing must cover undergarments at all times. Bra straps and underwear may not be visible or showing any time.

If a student's attire is questionable, he/she will be referred to the principal or SAM who will decide if the student is dressed appropriately for school. Students who are not dressed appropriately will be required to contact their parents for a change of clothing or be given school-issued clothing. We ask that parents/guardians keep a close check on weather conditions and ensure that students are dressed appropriately for conditions. Please mark clothing items clearly in case they are lost.

## **DUE PROCESS**

Procedural due process will be provided to each student prior to any disciplinary action. This includes an explanation to the student of the rules or regulation violated and an opportunity for the student to deny or explain such actions.

## **GANGS**

No student may solicit any student, staff member or visitor, for membership in an organized group of youths or adults, commonly known as a "street gang" on or about school premises or at any school-sponsored activity. No hats, jackets, or any item of clothing or jewelry containing the insignia of a street gang or otherwise commonly associated with a street gang may be worn on or about the school premises, on school grounds or to any school-sponsored activity. Non-Quincy students or adults will be required to leave school property.

No student may engage in any activity for the purpose of promoting any street gang on or about school premises or school grounds or at any school-sponsored activity. The prohibited activities include, but are not limited to, drawing, or displaying gang symbols on any surface or teaching others to "represent" or act like a gang member.

No student may engage in any activity for the purpose of defending any street gang on or about school premises or school grounds or any school-sponsored activity. The prohibited activities include, but are not limited to, a fight related to any gang activity.

No student may intimidate by violence or other means, or otherwise coerce any other person for the purpose of obtaining membership in a “street gang”.

## **HATE SPEECH**

Quincy Public Schools will not tolerate words, language or actions that lessen the dignity of any individual regardless of the intent or purpose. Offensive words, language or actions can demean an individual and deteriorate an organization or school. This includes offensive words, language, or actions referring to, but not limited to, age, sex, race, physical or mental disabilities, religion, and sexual orientation.

**Language & Words & Actions:** If offensive or demeaning words or actions are used, they must be met with swift and caring education, learning, re-direction, and discipline. The user of such language shall be required to go through an element of restorative justice. They shall be educated on why we do not allow this type of discussion, or why these words are not allowed anywhere in our schools. It should be clear to the individual that this is a priority to eliminate this language from our schools. The person the words are directed toward shall feel supported and cared for.

## **IN-SCHOOL SUSPENSION (ISS)**

ISS rooms are supervised. Students who have ISS will report directly to ISS when they arrive to school and will be dismissed on the regular dismissal bells. Students will complete assigned work in ISS for credit. Assignments are due back no later than the first day back in class, or if other arrangements are made by the classroom teacher. Students who are uncooperative or fail to follow the posted ISS expectations may receive an extended time in ISS or OSS suspension from school for 1 – 10 day(s)

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

Out-of-school suspension is a major penalty that a student has received as a consequence for a single major act of misconduct or multiple acts of gross misconduct. If a student is suspended, that student may not be on any school grounds or attend any school or district sponsored extracurricular activities without special permission from administration. An out-of-school suspension is for a period not to exceed ten days.

### **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.

## **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, & HARRASSMENT**

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, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more

of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

*Bullying* includes cyber-bullying 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.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messaging, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any effects enumerated in the definition of bullying.

Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, 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.

**Nondiscrimination Coordinator (Title IX Coordinator)**

Lisa Otten

1416 Maine Street

217-223-8700

[ottenli@qps.org](mailto:ottenli@qps.org)

## District Complaint Managers:

Ryan Whicker  
1416 Maine Street  
217-223-8700  
[whickery@gps.org](mailto:whickery@gps.org)

Penny Little  
1416 Maine Street  
217-223-8700  
[littlepe@gps.org](mailto:littlepe@gps.org)

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.

## SMOKING-TOBACCO PRODUCTS, DRUGS AND ALCOHOL

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

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

or controlled substances.

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

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

## **STUDENT SEARCH AND SEIZURE**

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

### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect, and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### Students Searches

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

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

### Seizure of Property

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

### Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time

and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **RECIPROCAL REPORTING GUIDELINES OR CRIMINAL OFFENSES COMMITTED BY STUDENTS**

1. The school principal and/or the Police Department School Liaison Officer will arrange meetings as needed between school officials and individuals representing law enforcement to share information.
2. The Police Department School Liaison Officer and the school principal will verbally report to each other the following activities when committed by a student enrolled in the Principal's school:
  - All cases involving illegal or controlled substance
  - All cases involving weapons of any type
  - All cases involving gang activity
  - All cases involving a serious crime or felony
  - Any other case for which the reporting may be beneficial
- a. The reporter should identify the student by name and describe the circumstances of the alleged criminal activity.
- b. The report should be made as soon as possible after the Liaison Officer or principal reasonably suspects that a student is involved in such activity.
- c. The school principal's duty to report such activity arises only when the activity occurs on school property or off school grounds at a school-related function.
4. The State's Attorney shall provide to the school principal a copy of any delinquency dispositional order where the crime would be a felony if committed by an adult or was Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1 or 24.5 of the Criminal Code (weapons offenses).
5. Local law enforcement shall provide a copy of all arrest records, and the State's Attorney shall provide a copy of all conviction records, to the school principal if the record involves a student who is arrested or taken into custody after his or her 17<sup>th</sup> birthday.

## **STUDENT COMPLAINTS AND GRIEVANCES**

Students have both the right and the responsibility to express school-related concerns and grievances to the administration. For the discussion and consideration of a grievance, any student or group of students should request a meeting time and place with the building principal. One faculty member of the student's choice may be present at such meeting(s). Such time and place will be designated upon request.

## **PART III- CURRICULUM AND INSTRUCTION**

### **INSTRUCTIONAL PROGRAM**

All staff is dedicated to offering children a well-balanced educational program that covers the basics as well as other differentiated experiences. English Language Arts (reading, writing, spelling, language, speaking and listening), Mathematics, Science, and Social Studies are basic subjects. In addition, Physical Education, Music, Art, and Social Emotional learning are provided. We also expose students to Environmental Education, Health, and current events. Field trips, use of community speakers, and audio-visual aids along with educational games help make learning interesting and motivating. Technology plays an ever-increasing role in each student's education. The K-12 Illinois Learning Standards were created for the next generation of K-12 standards. These standards are to help ensure that all students are college and career ready in Literacy, Mathematics and Science by the end of their high school career.

### **ACCELERATED PLACEMENT**

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

### **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 program; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee. For questions related to this program or to express input in the school's English Language Learners program, contact Kim Dinkheller, Director of Curriculum, Instruction and Assessment, at 217-223-8700.

### **EVALUATION AND GRADING**

At the end of the first quarter of school, progress reports will be made at student-led conferences. Parents will receive their child's report card at the conference. Additional conferences will be called as needed. Emphasis will be on academic standards. Parents should contact teachers if there appears to be a problem in the learning process. Report cards will also be issued at the end of quarters two, three, and four. Parents/guardians are required to sign and return the envelope to school after second and third quarter.

Students in grades kindergarten through second grade will not receive grades as they receive markings of +, P, or N to report student progress. Students in third grade through fifth grade receive letter grades on their report card that is based on Quincy Public Schools grading practices. Please see the grading scale below:

<b>Letter Grade</b>	<b>Percentile</b>	<b>Letter Grade</b>	<b>Percentile</b>
A+	99 – 100	C+	78 – 79
A	94 – 98	C	74 – 77
A-	90 – 93	C-	70 – 73
B+	88 – 89	D+	68 – 69



B	84 – 87	D	64 – 67
B-	80 – 83	D-	60 – 63
		F	Below 60

## **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT GRADES K-8**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of the physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30<sup>1</sup>.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:<sup>2</sup>

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

## **FIELD TRIPS**

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. If the field trip is scheduled outside the city, a special consent form will be obtained. A form will be electronically signed in Skyward upon enrolling in the fall. Students are required to ride the bus to and from all field trips. Parents who request to transport their own children may do so with a written request to the principal.

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

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:<sup>2</sup>

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal. Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.<sup>3</sup>

## **HOMEWORK**

Students will be given homework assignments, when needed, that are meaningful and in keeping with age, ability levels, and instructional needs. Research states that 10-20 minutes per night in kindergarten and first grade, and an additional 10 minutes per grade level thereafter (e.g., 30 minutes for third grade) is beneficial. There are three purposes for which homework will be given:

- a) Skill Practice: This type of homework is intended to reinforce newly acquired skills, and mastery level should be evident.
- b) Preparation: Homework intended to help the student obtain sufficient information to participate in the following day's class.
- c) Extensive Assignments: Assignment attends to encourage students who have individual interest in studying a particular subject area that will lend to "productive" learning.

If your child has excessive homework, it may be because the child is not doing his/her work during the allocated time. A conference with your child's teacher is recommended. If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Parents may request homework assignments. Parents need to give the classroom teacher adequate time to collect assignments. Assignments will be ready at the end of the day in the office.

## **PARENT CONFERENCES**

Formal parent conferences will be held at the end of the first grading period. Fall conferences will be student-led conferences where students will share their successes and goals. A Spring Conference will be held with any parent/guardian of a child who is not meeting district learning standards. A parent-teacher conference is an opportunity for two-way communication. Parents can initiate a conference at any time.

## **RESPONSE TO INTERVENTION**

The Illinois State Board of Education (ISBE) believes that increased student learning requires the consistent practice of providing high quality instruction matched to student needs. Response to Intervention (RtI) is a general education initiative which requires collaborative efforts from all district staff, general educators, special educators, and bilingual/ELL staff. In a quality educational environment, student academic and behavioral needs must be identified and monitored continuously with documented student performance data used to make instructional decisions. Response to Intervention uses differentiated instructional strategies for all learners, providing all learners with scientific, research-based interventions, continuously measuring student performance using scientifically research-based progress monitoring instruments for all learners and making educational decisions based on a student's response to interventions. RtI has three essential components: 1) using a four-tier model of school supports, 2) utilizing a problem-solving method for decision-making, and 3) having an integrated data system that informs instruction.

## **SPECIAL EDUCATION SERVICES**

Quincy Public Schools provide special education services to students who meet the criteria for the following eligibilities: autism, deaf-blindness, deafness, developmental delay, emotional disability, hearing impairment, intellectual disability, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech and language impairment, traumatic brain injury, visual impairment including blindness.

The following is the process used to refer, evaluate, and place students in special education classes in Quincy schools. Notice that twice in the process parents must give their approval.

1. The school's intervention team screens all students to determine if interventions are necessary.
2. Interventions are provided to students who are not making adequate progress. A more intense and individualized intervention may be provided if a student is still not making the expected progress.
3. The intervention team, teacher, or parent may make a recommendation for special education testing.
4. The school HELPs team reviews the request for special education services and determine if testing is appropriate at that time.
5. If the team determines that testing is appropriate the team meets with the parent to complete domain paperwork and obtain parental approval (signed consent). This form gives permission for psychologists to evaluate and diagnose the student.
6. Parental approval form and teacher referral form sent to Director of Special Education, 1416 Maine, Quincy.
7. A social history will be obtained from the parent through a meeting with the social worker and a health history may be obtained by the school nurse.
8. A conference will be held at the local school. Those present at the conference may include the teacher, principal, psychologist, social worker, nurse, special education coordinator, and the parent.
9. If the child is eligible for placement and the placement is approved, the entrance date and approval for placement will be determined through a staffing.
10. Written parental approval must be secured prior to placement in special education. If you have any further questions or need further information, please call the Director of Special Education or the building principal.

## **EDUCATION OF CHILDREN WITH DISABILITIES- SECTION 504**

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.

QPS 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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. 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.

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

For further information, please contact:

**Eryn Beswick, QPS Director of Special Education**

QPS Board of Education Office

1416 Maine Street, Quincy, IL 62301

217-223-8700

[beswicer@qps.org](mailto:beswicer@qps.org)

## **MEDICAID REIMBURSEMENT FOR ELIGIBLE PARENTS/STUDENTS**

Medicaid reimbursement is a source of Federal Funds approved by Congress to help school districts maintain and improve Special Education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing the Special Education Association of Adams County will claim Medicaid reimbursement for services provided. These claims will have no impact on a parent’s ability to receive Medicaid funding either now or any time in the future.

## **SPECIAL EDUCATION RELATED SERVICE LOG**

Local education agencies must make logs that record the delivery of related services administered under the child's individualized education program and the minutes of each type of related service that has been administered available to the child's parent or guardian at any time upon request of the child's parent or guardian. For purposes of this subsection (d), related services for which a log must be made are: speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services. The local education agency must inform the child's parent or guardian within 20 school days from the beginning of the school year or upon establishment of an individualized education program of his or her ability to request those related service logs.

## PART IV- TECHNOLOGY

### ACCEPTABLE USE PROCEDURE (AUP):

#### AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS AND COMPUTER USAGE

**‘Electronic Network(s)’ or ‘Network(s)’ is defined as the District’s network (including the wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, Internet access, email, digital accounts, and any other technology designated for use by students and staff, including all new technologies as they become available.**

All use of Electronic Networks, including the Internet, shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access and Computer Usage* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### Terms and Conditions

1. Acceptable Use - Access to the District’s network and Internet must be for the purpose of education or research and be consistent with the educational objectives of the District.
2. Privileges - The use of the District’s network and Internet is a privilege, not a right, and inappropriate use will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The Superintendent (or his/her designee) will make all decisions regarding whether or not a user has violated these rules and will make the appropriate recommendations. **Students and staff should have no expectations of privacy regarding use of the network. Intrinsic to network administration, system administrators have access to all information associated with electronic communication.**
3. Unacceptable Use – Users are responsible for their actions and activities involving the network. Some examples of unacceptable uses include but are not limited to the following:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized uploading or downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the computer system for private financial or commercial gain (this includes buying or selling on the Web);
  - e. Wastefully using resources, such as file space, personal multimedia, chain letters, flaming, etc.
  - f. Gaining unauthorized access to resources or entities;
  - g. Trespassing in others’ folders, work, files or changing computer files not belonging to the user;
  - h. Invading the privacy of individuals;
  - i. **Using another user’s account or password or sharing passwords with others;**
  - j. Posting material authored or created by another without his/her consent;
  - k. Posting anonymous messages;
  - l. Using the network for commercial or private advertising;
  - m. **Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening (including weapons & bombs), racially offensive, harassing, or illegal messages, pictures, or other material;**
  - n. Using the network or Internet while access privileges are suspended or revoked;
  - o. Using chat rooms and/or social networking sites without permission.
4. Network Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Being polite. Not becoming abusive in messages to others.
  - b. Using appropriate language. Not swearing or using vulgarities or any other inappropriate language.
  - c. **Not revealing ANY personal addresses or telephone numbers.**
  - d. Recognizing that electronic mail (E-mail) is not private. Administrators of the system have access to all mail, files, and activity logs. Messages relating to or in support of illegal activities must be reported to the authorities.
  - e. Not using the network in any way that would disrupt its use by other users.
  - f. Considering all communications and information of others accessible via the network to be private property.
5. Instructional Resources - Users may be granted access to online instructional resources to create a collaborative online environment. The purpose of this access is to create an online environment where users can display and share what they have created. Users will have the opportunity to create websites, multimedia posters, podcasts (audio recording), and videos utilizing educational resources, including but not limited to, learning platforms, blogs, wikis, and podcasts. Users understand that their work may be viewed by others as a public digital format; therefore, users will not reveal personal information. Participation in these resources may require individual digital accounts. Student accounts will be controlled by the district staff.
6. Bring Your Own Device - It is our goal that students and teachers will collaborate in rich, engaging learning experiences using technology. Students may bring their own technology and utilize personal electronic communication devices at school and at school activities. Students may use these devices in the classroom when the teacher deems them appropriate for educational purposes. All devices must remain silent or be put away unless being used within a lesson during class time. Devices should be clearly labeled with the student's full name. Students are responsible for personal property brought to school and should keep personal items with self or in a locked space. Devices should be charged prior to bringing them to school. In the event the technology is used inappropriately, disciplinary consequences may occur. The purpose of the District's BYOD program is to extend and enrich the learning environment. The following guidelines apply to students who participate in the program:
- a. Access only the District's Internet gateway. The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate at school pursuant to policy 6:235, Access to Electronic Networks. Make no attempts to bypass the District's Internet gateway.
  - b. Similar to when a filter is disabled or malfunctions, it is impossible to control all Internet material, and a BYOD participant may discover inappropriate material. It may also be discovered if and/or when sharing a BYOD device with another student. Report inappropriate content and conduct to your classroom teacher.
  - c. Follow the standards of your parent/guardians. The District respects each family's right to decide whether or not to participate. District-provided technology may be an alternative.
  - d. Access only authorized data or files on the computer or Internet sites that are relevant to the classroom curriculum and suggested by a teacher. Students are strictly prohibited from infecting the District's network(s) with a virus or malware program designed to damage, alter, or destroy the network, and hacking, altering, or bypassing security policies. Using anti-virus and anti-malware software on BYOD devices is encouraged. The District may examine any BYOD device that it suspects is causing network problems or may be the source of an attack or virus infection.
  - e. Use of a BYOD device is subject to policy 7:190, Student Discipline. That means BYOD devices are for curriculum-based instruction only. Students must follow any additional guidelines a classroom teacher or the school might impose. The use of BYOD devices may in no way disturb the learning environment. Students are not allowed to use BYOD devices during test administration. When permitted by school rules, students may use BYOD devices before and after school, during lunch break, during after-school activities, and at school-related functions. BYOD devices may be used while riding to and from school on a school bus or on a school-sponsored activity, at the discretion

of the bus driver, classroom teacher, or sponsor/advisor/coach.

- f. Transmit only appropriate content while using the District's electronic network. Students may not use BYOD devices to record, transmit, or post photos or audio/video recordings of any person on school property or school-sponsored events without express permission of a teacher or administrator. Any reasonable suspicion of an activity that violates law or Board policies will be treated according to policy 7:140, Search and Seizure. Bullying or sexual material will not be tolerated and will be managed pursuant to policy 7:180, Preventing Bullying, Intimidation, and Harassment. Retrieval of devices that become involved in a law enforcement investigation is the student and parent/guardian's responsibility.
  - g. Turn off and keep BYOD devices in the sight of the teacher during assessments, unless otherwise directed by a teacher. Immediately follow any teacher's instruction to shut down BYOD devices or close the screen. All BYOD devices must be in the silent mode and put away when directed by teachers.
  - h. Charge all BYOD devices prior to school every day.
  - i. Sharing BYOD devices with other students is not a requirement for participation in the BYOD program. From time to time, an assignment may have a collaborative component in which students work together in partners or small groups. In this learning situation, students maintain individual control over their device.
- 7. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages suffered by the user. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or user errors or omissions. **Students and staff are responsible for backup of their personal files.** The District specifically denies any responsibility for the accuracy or quality of information obtained via the Internet.
  - 8. Indemnification - To the extent permitted by law, the user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of these rules.
  - 9. Security - Network security is a high priority. If the user can identify a security problem on the network or on the Internet, he/she must notify the system administrator, the building technology facilitator or building principal. The problem should not be described or demonstrated to other users. **Accounts and passwords should be kept confidential. Users should not use another individual's account.** Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
  - 10. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware or data of another user, the Internet, or any computer system. This includes, but is not limited to, the uploading or creating of computer viruses and any attempts to disrupt network resources or communication.
  - 11. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
  - 12. **These rules may be amended from time to time by posting amendments in the main office of the school. Amendments become binding upon posting. No further signature is required.**

Students and employees need only sign this *Authorization for Electronic Network Access and Computer Usage* once while enrolled or employed by the School District.

**Agreement to *Authorization for Electronic Network Access and Computer Usage*:**

I understand and will abide by the above *Authorization for Electronic Network Access and Computer Usage*. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District’s network and Internet connection and having access to public networks, I hereby release to the extent permitted by law the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the network or the Internet.

DATE: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

USER NUMBER (Student id / Employee number)

\_\_\_\_\_

USERNAME (please print)

\_\_\_\_\_

SCHOOL / BUILDING

\_\_\_\_\_

USER SIGNATURE

**PARENTAL CONSENT FOR STUDENTS**

*Please assist your child to read and comprehend the Quincy Public Schools Authorization for Electronic Network Access and Computer Usage. The purpose of the Authorization for Electronic Network Access and Computer Usage is to provide information on responsible use of technology.*

Signing below indicates that I have read the Quincy Public Schools’ Authorization for Electronic Network Access and Computer Usage and I understand the policies outlined in the document. Quincy Public Schools has my permission to allow my child to access the Quincy Public Schools networks and access technology for educational purposes, including the Internet. I authorize my student to participate in collaborative online environments that require individual digital accounts. I give permission for sharing of my student’s works and performances on/with educational resources, including but not limited to learning platforms, blogs, wikis, and podcasts. I understand that there will be no identifying information (last names) posted. Work may be used by the teacher for future reference as examples of student work. I grant permission to the teacher to create an account for free educational related websites for students under 13 years of age. I have read and explained the Quincy Public Schools Acceptable Use Policy to my child.

I hereby release to the extent permitted by law the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the network or the Internet. In addition, I will accept full responsibility and liability for the results of my child’s actions with regard to the use of this technology. I release Quincy Public Schools and any related organizations from any liability relating to consequences resulting from my child’s use of the technology.

DATE: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

PARENT/GUARDIAN NAME (please print)

\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE



## **THE CHILDREN'S ONLINE PRIVACY PROTECTION ACT (COPPA)**

The Children's Online Privacy Protection Act gives parents control over what information websites can collect from their children. Many companies, however, are not providing information about what data a mobile app collects, who will have access to that data, and how it will be used. Allowing your child access to games and other seemingly harmless applications on a smartphone or computer risks his or her exposure to intrusive marketing and access to personal information.

A recent survey of apps for children by the Federal Trade Commission found that 10 percent of apps with social networking services did not disclose their presence; 17 percent of the apps allowed children to make purchases without parent/guardian consent; and 58 percent contained constant advertising, while less than 20 percent disclosed that advertising would appear.

The following suggestions may help keep children from being bombarded by unwanted advertising, from making unwanted purchases and from disclosing personal information and location:

- Be choosy about the applications that you let your child use. Try the app yourself to check for advertising messages and/or social networking and purchase options before allowing your child access.
- Select activities that do not require access to the Internet or an application, such as looking at family pictures or listening to preselected music, screened, and approved by you.
- Make certain that the ability to make purchases is password protected.
- Set up family rules and consequences explaining that all purchases made via a smartphone or computer must have parent/guardian consent.
- Caution children about the use of social networking and other sites and/or apps that can pinpoint locations.
- Monitor computer and smartphone use whenever and wherever possible.

For more information on the Children's Online Privacy Protection Act, please see the following links:

[www.ftc.gov/opa/2012/12/kidsapp.shtm](http://www.ftc.gov/opa/2012/12/kidsapp.shtm)

[www.ftc.gov/opa/reporter/privacy/coppa.shtml](http://www.ftc.gov/opa/reporter/privacy/coppa.shtml)

## **INTERNET SAFETY**

Keeping Yourself and Your Kids Safe on Social Networks

### **FOR STUDENTS:**

- Put everything behind password protected walls, where only friends can see.
- Protect your password and make sure you really know who someone is before you allow them onto your friend's list.
- Blur or morph your photos a bit so they will not be abused by cyberbullies or predators.
- Do not post anything your parents, principal or a predator could not see.
- What you post online stays online - forever!!!! So ThinkB4UClick!
- Do not do or say anything online you would not say offline.
- Protect your privacy and your friends' privacy too...get their okay before posting something about them or their pics online.
- Check what your friends are posting/saying about you. Even if you are careful, they may not be and may be putting you at risk.
- And, unless you are prepared to attach your blog to your college/job/internship/scholarship or sports team application...do not post it publicly!

- Stop, Block and Tell! (do not respond to any cyberbullying message, block the person sending it to you and tell a trusted adult).
- R-E-S-P-E-C-T! (use good netiquette and respect the feelings and bandwidth of others).
- Keep personal information private (the more information someone has about you, the more easily they can bully you).
- Google yourself! (conduct frequent searches for your own personal information online and set alerts to spot cyberbullying early).
- Take 5! (walk away from the computer for 5 minutes when something upsets you, so you do not do something you will later regret).

#### **FOR PARENTS:**

- Talk to your kids- ask questions (and then confirm to make sure they are telling the truth).
- Ask to see their social media profile page.... Tomorrow. (It gives them a chance to remove everything that is not appropriate or safe and it becomes a way to teach them what not to post instead of it being a gotcha moment).
- Do not panic...there are ways of keeping your kids safe online. It is easier than you think!
- Be involved and work with others in your community.
- Remember what you did that your parents would have been disappointed in you about when you were fifteen.
- This too shall pass! Most kids really do use social media to just simply communicate with their friends. Take a deep breath, gather your thoughts, and get help when you need it.
- It is not an invasion of their privacy if strangers can see it. There is a difference between reading their paper diary that is tucked away in a sock drawer and reading their blog. One is between them and the paper it is written on; the other is between them and potentially 700 million people online!
- Do not believe everything you read online- especially if your teen posts about it on their blog or social media page.

For more information, visit [www.WiredSafety.org](http://www.WiredSafety.org); [www.stopcyberbullying.org](http://www.stopcyberbullying.org).

#### **Additional Resources for Parents and Students**

Federal Trade Commission - Kids and Socializing Online

[www.onguardonline.gov/articles/0012-kids-and-socializing-online](http://www.onguardonline.gov/articles/0012-kids-and-socializing-online)

Connect Safely – Parent Guides <https://www.connectsafely.org/parentguides/>

National Cyber Security Alliance- How to Stay Safe Online- <https://staysafeonline.org/stay-safe-online/>

Illinois Attorney General- Stay Connected/Stay Informed- <https://illinoisattorneygeneral.gov/cyberbullying/>

Engage your student and be involved! Parents are strongly encouraged to be aware of the programs and apps that their children are installing on their devices as well as the activities that they are engaged in when using the devices. The following are links to websites which provide you with information on responsible "Digital Citizenship"

<http://www.digitalcitizenship.net/>

<https://www.commonsensemedia.org/>

## STUDENT DATA PRIVACY

### ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY

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

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

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

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

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

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

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

## **PART V- HEALTH AND SAFETY**

### *3 Simple Steps you can take* to prepare for a school emergency:

**1 Communication is vital** in any type of emergency. To be sure we can quickly contact you, please make certain that your child's Emergency Contact Card is accurate. Also, please remember to update your contact information whenever it changes.

Individuals listed on the Emergency Contact Card should:

- Know you are listing them on the Emergency Contact Card and agree to accept the responsibility of picking up your child, when necessary,
- Be readily available during the day,
- Have easily accessible transportation to pick up your child from school, and
- Have a good relationship with your child.

**2 Talk with your child** about the importance of listening to school staff members and following directions during an emergency. Also, discuss the emergency training that is provided at school, and ask them to explain their role during the various drills. If you have any further questions about your school's emergency procedures, please feel free to contact the principal for details.

**3 School Emergency Cards for Parents** are located on page 45 of this handbook. Cut them out and carry one in your wallet or purse. The School Emergency Cards for Parents have important instructions to follow during a school emergency.

### *Emergency Options* during a school emergency:

**Evacuation.** Certain emergencies require everyone to leave the premises to keep safe. Each school has made arrangements for off-site evacuations. Evacuation during a fire may only require everyone to assemble in a field away from the building, while other emergencies may require relocating to another building. The other building may be a nearby shelter within walking distance or it may be another school building that requires busing to reach it. The type of crisis and the conditions outside the school will determine the response chosen.

**Shelter-In-Place.** Sometimes it is safer to remain inside the school building because conditions outside are less safe. During a tornado warning, students and staff may respond to a designated shelter/safe area of the building, if there is time to do so. During an earthquake, the best response is usually to remain in the classroom and take cover to avoid potentially falling debris.

**Lockdown.** During most violent intruder incidents, lockdown is the best response. Lockdown keeps students and staff in an area they know is safe at the time, while keeping violent intruders out of that area. Emergency responders will normally arrive quickly, so the more time spent in a safe area, the better. Although our drills end rather quickly, in a real event, students should prepare to remain quietly locked down for an extended period of time.

**Lockout.** If a potentially dangerous situation is in the area of a school, the school may decide to lockout. A lockout may be caused by police action in the area, a vicious dog near the playground, or some other threatening circumstance that might endanger someone outside the building. Actually, our schools operate in a near-lockout mode daily, as all incoming traffic is directed through the security entrance. In

an actual lockdown, any students who are outside would be brought back into the building, and no one would be allowed to leave until the lockdown is lifted. Otherwise, it is “business as usual.”

## *Student Reunification* procedures following a school emergency:

After an emergency or crisis has caused one of the responses listed above, it is our goal to reunite you with your child as soon as the situation has stabilized. Quincy Public Schools created a Reunification Plan to assist in the safe return of your child to you or your designee. School administration will implement this plan at the earliest opportunity.

**What to expect.** If an emergency interrupts the school day, QPS will disseminate information as soon as possible. QPS will activate its Skylert message system with specific information and instructions for parents, and post information on [www.qps.org](http://www.qps.org) as soon as possible, as well. If your child was harmed during the crisis, school personnel will personally contact you at the earliest possible time.

In most cases, students will either remain at their school or at the evacuation site until the regular end of the school day. The Skylert message will inform you as to their location and the appropriate place for you to respond if you plan to pick them up.

**What you can do.** Please listen to the full Skylert message and respond as requested. We can return your student to you sooner if everyone follows the established procedures.

If you are directed to the reunification site, please follow directions regarding parking and ***bring a government-issued photo ID***. This also applies if one of your previously approved contacts will pick up your child in your place. Students will not be released to anyone unless they are on your approved list, and they can prove that by presenting a government-issued photo ID. Students will only be released to parents or guardians who have presented acceptable identification and who are named on the student’s Emergency Form.

### **What you should NOT do:**

- Please, do NOT call the school. School staff will be busy assisting students during the emergency and preparing for reunification immediately afterwards. Calling the school will delay them and tie up phone lines that may be needed to communicate with emergency personnel.
- Please, do NOT immediately come to the school or evacuation site, unless instructed to do so. Traffic may already be impeded by emergency vehicles and adding more cars when no one is ready for release will only aggravate the situation. While parents’ natural instinct in an emergency is to go to the school to safeguard their child, please understand that doing so may significantly reduce the school’s ability to respond to the situation. In addition, going to the school may interfere with police or other emergency workers whose sole purpose is to assure the safety and well-being of students and staff.

## *Ensuring School Safety* is everyone's responsibility!

Quincy Public Schools are committed to the safety of our students. Our staff works with public safety providers to maintain a safe environment for our students, staff, and visitors. Each summer, we meet with leaders from all local area first responder agencies to review and improve our Crisis Management Plan. As a parent, you should feel confident knowing that we provide emergency response training to school staff. The school's Crisis Management Plan is modeled from the National Incident Management System (NIMS) that has been developed by the Department of Homeland Security.

Throughout the school year, your child will be trained in emergency procedures and will be taught how to react, where to assemble, and what to expect in an emergency situation. This will be accomplished through fire drills, severe weather drills, and lockdown drills. While it can be unsettling to think about situations that require an emergency response, frequent review and practice will help to reduce risk and help both staff and students prepare for an actual event.

Following an emergency scenario practice drill, your child may wish to share their experience with you. If so, this would be an excellent time to review the information and procedures as a family. We created this School Emergency Guide for Parents to help you better understand your important role in our Safe School Plans. Open communication between home and school is critical to the safety and well-being of your child.

Please let us know if you have concerns or questions about school policies or your child's safety. You can learn more about this at our website ([www.qps.org](http://www.qps.org)).

*Please cut out and carry these quick reference cards with you.*



**QUINCY PUBLIC SCHOOLS**  
**SCHOOL EMERGENCY CARD FOR PARENTS**

*During an emergency, information will be provided in the following ways:*

- Visit [www.qps.org](http://www.qps.org) and click on Emergency Information.
- Wait for a call from the SkyAlert Messaging System. You will receive information and instructions on what to do during the emergency.
- Tune into local TV and radio stations for news alerts.
- The school may call the emergency phone numbers provided on your child's Emergency Contact Form.

**QUINCY PUBLIC SCHOOLS**  
**SCHOOL EMERGENCY CARD FOR PARENTS**

*During an emergency, information will be provided in the following ways:*

- Visit [www.qps.org](http://www.qps.org) and click on Emergency Information.
- Wait for a call from the SkyAlert Messaging System. You will receive information and instructions on what to do during the emergency.
- Tune into local TV and radio stations for news alerts.
- The school may call the emergency phone numbers provided on your child's Emergency Contact Form.

## ACCIDENTS AND ILLNESS

Every accident in the school building, on the school grounds, or at school-related activities must be reported immediately to the teacher in charge. Teachers must fill out an accident report form secured from the Nurse's Office and return this completed form to the nurse by the end of the school day. The school will make every effort to inform the parents of any accident or illness occurring at school that may need care or observation at home. However, for safety reasons, no student will be sent home unless a responsible adult is contacted, and arrangements are made. If a serious injury or illness occurs at school, we will make all efforts to contact the parents. In extreme emergency situations, students would be taken to the emergency room for treatment.

## SICK DAY GUIDELINES

### *Should I keep my child home or send him/her to school?*

Keeping your child home is advised if he or she is having illness symptoms that would prevent him or her from participating in school. For additional information, please contact your school nurse.

### **You should keep your child home from school if he or she:**

Has a **fever** of 100 degrees or higher

- Has been **vomiting**
- Has had **diarrhea**
- Has very **red, irritated eyes** with drainage, crusting or pain.
- Has a **rash** of unknown origin that has not yet been evaluated by a medical provider
- Has a severe **sore throat**
- Has a constant or productive **cough** that may be accompanied by headache and body aches

### **24 hour and Next Day Rule:**

**FEVER:** Keep your child home until his/her fever has been gone **without the aid of fever-reducing medication** for 24 hours. If sent home from school for this, keep home the next school day.

**VOMITING OR DIARRHEA:** Keep your child home for 24 hours after the last time he or she has vomited or had diarrhea and is eating a normal diet. If sent home from school for this, keep home the next school day.

**ANTIBIOTICS:** Keep your child home at least 24 hours after the first dose of antibiotic.

### **Illness Prevention**

- Hand washing prevents the spread of disease and illness. Wash hands frequently using soap and water, especially before eating, after using the bathroom and after handling pets.
- Keep your child's immunizations up to date.
- Make sure he/she has routine well-child exams.
- Flu vaccinations are recommended for everyone from children aged 6 months through adult.

### **Teach your child to do the following when ill:**

- Cough and sneeze into their elbow.
- Wash hands often with soap and water, especially after coughing or sneezing.
- Avoid touching their eyes, nose, and mouth as that can spread germs.
- Stay home until recovered to prevent exposure to others.

### **How can I help my child feel better?**

1. Encourage plenty of rest
2. Encourage increased fluids like water, soup, juice, and ice.
3. Limit TV watching

Returning to school too soon may delay recovery from illness and may potentially expose others. Please consult with a health care provider or your school nurse for more information.

## **MEDICAL HISTORY**

At the time of registration, the parent or legal guardian will be asked to complete pertinent medical history information on Skyward. Additional information may be required depending on the medical history.

## **MEDICAL MARIJUANA: Public Act 98-0122**

Compassionate Use of Medical Cannabis Pilot Program Act created a process by which persons suffering from any of the identified lists of health conditions could be permitted to use marijuana (cannabis). Effective August 1, 2018, Public Act 100-0660, also known as **Ashley's Law**, amends the School Code [105 ILCS 5/]. ... **Ashley's Law** only allows students who are registered qualifying patients under the MCPP to use these products and both the student and the designated caregiver must have a registry identification card.

## **ADMINISTRATION OF MEDICATION IN SCHOOLS**

The administration of medication or supervision of self-medication to students during regular school hours should be discouraged unless necessary for a student's health and well-being. A certificated school nurse or registered nurse must manage the medication administration program following the *Recommended Guidelines for Medication Administration in Schools* developed by the Illinois Department of Human Services (IDHS) and the Illinois State Board of Education (ISBE), September 2000. A designated administrator will be responsible for medication administration or supervision of self-medication when a nurse is not available. Teachers or other employees cannot be required to administer medication or supervise self-medication although they may volunteer to do so.

When a student's licensed prescriber and parent/guardian believes that it is necessary for the student to take medication during school hours, the parent/guardian must request that the school administer the medication to the child and follow the District's "Guidelines for the Administration of Medication at School".

A licensed prescriber is defined as:

1. Physician – a physician licensed to practice medicine in all of its branches including Medical Doctors and Doctors of Osteopathy;
2. Dentist – a person licensed to practice dentistry in any of its branches;
3. Podiatrist – a physician licensed to practice podiatric medicine;
4. Optometrist – a person licensed to practice optometry;
5. Physician Assistant – a person licensed as a physician assistant in accordance with written guidelines required under the Physician Assistant Practice Act.
6. Advanced Practice Nurse – an advanced practice nurse in accordance with written guidelines required under the Nurse Practice Act.

Medications stored and/or administered at school must be FDA approved pharmaceuticals prescribed within their therapeutic range and in compliance with accepted standards of safe treatment regimens.

Medications must be stored in a separate locked drawer or cabinet. When the medication being stored is a controlled substance, the locked cabinet must be securely affixed to the wall. Medications requiring refrigeration must be kept in a refrigerator separate from food products.

## **STUDENT MEDICATION:**

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



No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

#### Self-Administration of Medication

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

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

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

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

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

#### Emergency Aid to Students

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

### **GUIDELINES FOR THE ADMINISTRATION OF MEDICATION AT SCHOOL**

- Prior to prescription or non-prescription medication being administered to any student the "Authorization and Permission for Administration of Medication" form must be completed and signed by the licensed prescriber and the parent/guardian.
- Medication authorizations are effective for the current school year only.
- It is the parent/guardian's responsibility to ensure that the licensed prescriber's order, written request, and medication are brought to the school.
- The first dose of any new medication should be given at home whenever possible. The nurse may refuse to administer the first dose of a medication if in her clinical judgment it may compromise the safety of the child while attending school. In this instance, the parent would be notified.
- The school nurse shall review the written order and determine whether to accept the written order or seek further clarification of the order if necessary.
- Medication must be delivered to school by a parent/guardian or responsible adult. Medication may also be delivered to school by a pharmacy.

- Medication must be brought to the school in a container, labeled appropriately by the pharmacist or licensed prescriber.
- **PRESCRIPTION MEDICATION** shall display:
  - Student's name
  - Prescription Number
  - Medication Name and Dosage
  - Administration route
  - Time to be given and/or other direction
  - Date of prescription and refill
  - Licensed Prescriber's name
  - Pharmacy name, address, phone number
  - Name or initials of Pharmacist

**Over the counter medication** must be in the original unopened container with the label intact. No medication will be given past the expiration date on the container.

1. Each medication/time will have a separate labeled prescription bottle. For example, if the same medication is ordered for two separate times, a medication bottle for each time is requested.
2. Any changes in dose, time, or directions must be in writing from the parent/guardian and the licensed prescriber.
3. Students will be evaluated on an individual basis regarding the need to carry and self-administer an asthma inhaler/EpiPen®. Both the Physician and Parent Authorization and Request for self-administration of asthma inhaler/EpiPen® must be completed and signed. The parent/guardian must supply the appropriate medication. The student is encouraged to document the frequency of use while at school.
4. The parent/guardian will need to pick up the medication at the end of the school year or if the medication is discontinued or changed during the school year. If the medication is not picked up, it will be discarded.

## **PRE-K THRU 12<sup>TH</sup> GRADE HEALTH REQUIREMENTS**

It is a state mandate that all students in District No. 172 meet the physical examination and immunization requirements as set down by the Illinois Department of Public Health. Please check with your family physician to see that your child's immunization schedule is up-to-date and on file in the Nurse's office.

**Required examinations or immunizations must be obtained by October 15 of the school year. Students not having the examinations or immunizations by this date will be suspended from school until requirements are met.**

## PHYSICAL EXAMINATION

Required components of the health examination include the following: health history with parent signature, diabetes screening, lead risk assessment or testing, and complete physical examination. Children must receive a physical examination. Students must receive a physical examination:

- 1) Prior to entering Illinois Schools for the first time
- 2) Prior to the first entrance in Early Childhood **AND** yearly while enrolled in Early Childhood,
- 3) Prior to Kindergarten
- 4) Prior to 6<sup>th</sup> grade
- 5) Prior to 9<sup>th</sup> grade.

A physical dated anytime within one year of the beginning school will be accepted. The examinations must be completed by an MD, DO, Nurse Practitioner, or Physician's Assistant and must be recorded on an Illinois School Physical form. The IHSA Pre-participation Examination (sports physical) form **is not** acceptable as the school physical.

**THE LAW REQUIRES US TO EXCLUDE ALL STUDENTS WHO DO NOT MEET THIS HEALTH EXAM REQUIREMENT BY OCTOBER 15<sup>TH</sup> OF THE SCHOOL YEAR.** (77 Ill. Adm. Code 665)

## DENTAL EXAMINATIONS

Children must receive a dental examination. All children entering (1) Kindergarten, (2) Second Grade (3) Sixth Grade (4) Ninth Grade must present proof by May 15<sup>th</sup> of the current school year of having been examined by a licensed dentist within the last 18 months. The examination must be recorded on the State Dental Form. Please make an appointment with your family dentist. The Adams County Dental Clinic is also available to families who meet eligibility requirements. Contact the Adams County Dental Clinic for further information @ 223-5611 (Hours – Monday through Friday 7:00 a.m. – 5:00 p.m. (last appointment time is 5:00 p.m.) (77 Ill. Adm. Code 665-410)

## ALLERGY AWARENESS

QPS promotes a safe and inclusive "ALLERGY AWARE" environment for all students. We cannot guarantee that there will not be allergy items brought into school. We will educate and try our best to decrease allergy items in the school environment.

1. If your child is in a classroom with a child who has allergies, you might be asked to not bring certain items in for snacks.
2. Only non-food items or allergy free store-bought food will be used for classroom manipulatives, birthday recognitions, rewards, and party treats.
3. Parents should fill out proper paperwork for their child with allergies and return to the School Nurse.
4. Teachers should communicate with parents of students with food allergies or dietary restrictions, prior to parties and events with food to discuss safety concerns and review safe food choices before finalizing plans and sending out notifications.
5. If food is consumed in the classroom, the teacher will develop a plan to minimize the risk of allergen exposure and for cleaning surfaces after consuming food.
6. Proper hand washing by students and staff should be encouraged and reinforced before and after meals. Hand sanitizer kills germs but does not eliminate allergens
7. If an animal (class pet) is present in the classroom, special attention must be paid to the ingredients in their food since many animal feeds contain allergens.

## HEAD LICE

Evidence based practices from the Illinois Department of Public Health, Center for Disease Control and American Pediatric Association recommendations include:

- ✓ Screening of family members and close contacts
- ✓ No regular screenings or rechecks
- ✓ No notification of classmate parents (if there are multiple cases in one classroom the nurse will determine if all students need to be checked)
- ✓ Notification of parent (of affected child) at the end of the day by phone or note indicating that prompt, proper treatment is in the best interest of the child and his/her classmates.

Outdated practices that are no longer recommended

- ✓ Classroom wide screening if one student has head lice
- ✓ Notes home to parents of classmates
- ✓ Immediate exclusion for infestation
- ✓ Nit-free policies

## GENERAL INFORMATION

Head lice (*pediculus humanus capitis*) are a nuisance, but they have not been shown to spread disease. Research has shown that head lice do not survive for longer than 1 day when not on the head, and the eggs only hatch when they are incubated by body heat near the scalp. Transmission occurs primarily through head-to-head contact and infrequently through indirect contact with shared personal belongings. Contrary to popular belief, lice do not jump from one host to another, they crawl.

## IDENTIFICATION

- a. Adult lice are gray, about 1/16 inch long.
- b. Nits are the lice eggs. Many nits are more than ¼ inch from the scalp and are usually not viable and very unlikely to hatch or may in fact be empty casings.
- c. Nits are cemented to the hair shaft and are unlikely to be transferred to other people.
- d. If a child is discovered to have live lice, they have likely had it for more than 1 month and do not pose a significant risk to others. Therefore, they should NOT be removed from the classroom.

## TEACHER/SCHOOL RESPONSE

- a. If a teacher, teaching assistant, or other staff observe either nits (lice eggs) or live lice on a student, they notify the nurse, who will send home notification and treatment information with the student at the end of the school day.
- b. The student remains in the classroom and is NOT excluded from activities
- c. Students are NOT rechecked by school staff
- d. If observation of nits or live lice continues with that family, the nurse should review treatment options and provide 1% Permethrin shampoo recommended by APP (see below)

## HOME TREATMENT

- a. Shampoos
  - a. Permethrin 1% (Recommended by AAP). Apply per package directions (may need to be reapplied 7-10 days later)
- b. Remove all nits from hair with a nit comb or by picking them out one at a time.
- c. Wash all clothes and bed linen with hot water, then dry on a hot cycle for 20 minutes
- d. Dry clean items that cannot be washed
- e. Everyday cleaning methods are sufficient, there is no need for special treatment (Pesticide Research Institute)
- f. Boil combs, brushes, hair bands, and barrettes for 5 minutes
- g. Check all members of the family and treat as needed.

\*Some children may develop a resistant strain of head lice and require a more concentrated effort from a physician.

\*\*Since lice cannot live on family pets, pets should not be treated.

## PREVENTION

- a. The use of combs, brushes, or other grooming aids belonging to other persons should be discouraged.
- b. Individuals should not share hats, other headwear, or clothing, especially coats or sweaters
- c. Parents should be encouraged to examine their children's hair periodically for nits.
- d. Classroom hooks should be individually assigned and spaced so clothing does not touch. If this is feasible, outerwear can be placed in plastic or paper bags and hung on hooks. Gym lockers or numbered hooks should be assigned to individual students.

## IMMUNIZATION REQUIREMENTS

All students must present proof of having received immunizations in accordance with the law and the rules and regulations of the Illinois Department of Public Health. Proof of immunization must be presented to school authorities by the child's parent or legal guardian prior to or upon entrance to the school. **THE LAW REQUIRES US TO EXCLUDE ALL STUDENTS WHO DO NOT MEET THE IMMUNIZATION REQUIREMENTS.** (77 Ill. Adm. Code 665)

<b>POLIO:</b>	3 or more doses with the last dose received on/after the 4th birthday
<b>DTP/DTaP/Td:</b>	4 or more doses with the last dose received on/after the 4th birthday (K & 1) 3 or more doses with the last dose received on/after the 4th birthday (2-12)
<b>Tdap:</b>	1 dose—(all 6th-12th grades)
<b>MEASLES (Rubeola):</b>	2 doses—1st dose must be on/after 1st birthday
<b>RUBELLA:</b>	2 doses—1st dose must be on/after 1st birthday
<b>MUMPS:</b>	2 doses—1st dose must be on/after 1st birthday
<b>HEPATITIS B:</b>	3 doses—(Grades 6th-12th)
<b>HIB:</b>	Not required for K-12th
<b>VARICELLA (Chickenpox):</b>	2 doses—1st dose must be on/after 1st birthday (Kdg, 6th, 7th, 9th, and 10th grades) 1 dose—on/after 1st birthday (All Other Grades)
<b>MENINGOCOCCAL (NEW 15/16):</b>	1 dose given on or after 10th birthday (6th grade) 2 doses with the second dose given on/after 16th birthday. If 1st dose is at/after age 16, then only 1 dose is required (12th grade)
<b>PNEUMOCOCCAL:</b>	Not required for K-12

## SCREENING FOR LEAD POISONING

Screening for lead poisoning is required to have been done at least once between the ages of six months and six years of age. Children who have attended state-approved licensed daycare centers or preschools, including school district programs, have already been screened as a requirement to attend. Screening for lead poisoning for children six years of age and older will be at the discretion of the child's health care provider. Lead poisoning screening is available from your doctor and can be done at the time of the physical examination. This screening is not available at the Adams County Health Department. **THIS IS A REQUIREMENT OF THE LEAD POISONING PREVENTION ACT (410 ILCS 450) AND PUBLIC ACT 093-0104.**

## VISION EXAMINATIONS

Children enrolling in kindergarten and children enrolling in a public, private, or parochial school in Illinois for the first time must receive an eye exam before October 15 of the school year. The examination must be completed by

a physician licensed to practice medicine in all of its branches or a licensed optometrist and recorded on the State Vision Form. The vision exam must be performed within the previous year. **This is a requirement of Public Act 095-0671.**

## **VISION AND HEARING SCREENINGS**

Vision and hearing screenings are provided annually to students at the state-mandated grade levels, as designated by the Illinois Department of Public Health. All students in special education programs, students transferring into the district, and students to be tested related to classroom teacher requests are screened during this annual program. Screenings are conducted by QPS district nurses certified in vision and hearing testing.

Scheduled intervals for Vision screenings are as follows: Preschool, kindergarten, 2<sup>nd</sup> grade, and 8<sup>th</sup> grade, Special Education students (includes students in speech), and transfer 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 this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months." Public Act 093-0504.

Scheduled intervals for Hearing screenings are as follows: Preschool, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grades, Special Education students (includes students in speech), transfer students, and students having known or suspected hearing loss.

Parents and teachers may request screenings of students related to specific concerns. Vision and hearing screenings are NOT diagnostic tests but are done to identify children who may have a vision or hearing issue. If your child is referred to a physician following a screening, forms for completion by the physician will be sent home.  
(77 IL Adm. Code 675.110 and 685.110)