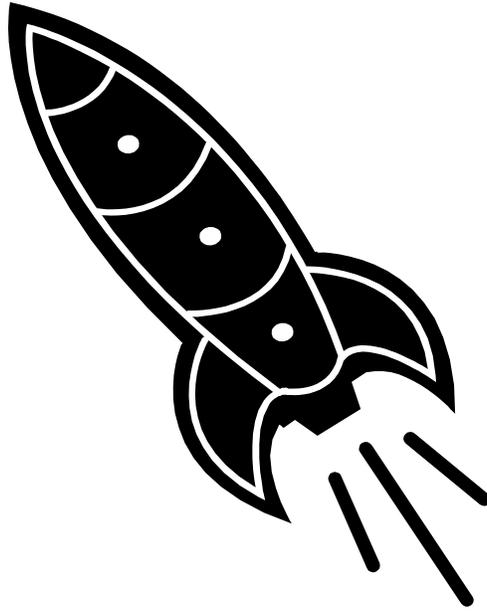


Welcome



MARK DENMAN ELEMENTARY
Parent / Student Handbook
2016-2017

930 Colfax Street
Danville, IL 61832
217/444-3200
217/444-3204 (fax)

Kimberly D. Pabst
Principál

Jennifer Richardson
Assistant Principál

Dustin Day
Administrative Intern

Table of Contents

General School Information	Page 4
Welcome	Page 5
Danville District #118 Philosophy	Page 5
Mark Denman School Mission Statement	Page 5
Visitors	Page 5
Arrival & Dismissal Procedures	Page 5
<u>Attendance</u>	Page 6
Make-Up Work	Page 6
Release Time for Religious Instruction/Observance	Page 6
Student Absences	Page 6
Tardiness to School and Classes	Page 6
Transfer to another School	Page 7
Truancy	Page 7
Withdrawal from School	Page 7
<u>Learning and Assessment</u>	Page 7
Grading & Promotion	Page 7
Homework	Page 7
Standardized Testing	Page 7
<u>General Building Conduct</u>	Page 7
Ownership in Education Handbook	Page 7
Grievance Procedure	Page 7
School Dress Code/Student Appearance	Page 8
Student Discipline	Page 8
Preventing Bullying, Intimidation and Harassment	Page 8
<u>Student Fees</u>	Page 9
Cafeteria	Page 9
Material Fees	Page 9
School Breakfast and Lunch Program	Page 9
Textbooks	Page 10
<u>Immunization, Health, Eye and Dental Examinations</u>	Page 10
Communicable Diseases	Page 10
Dental Examination	Page 10
Exemptions	Page 10
Eye Examination	Page 10
Head Lice	Page 11
Health & Wellness	Page 11
Guidance & Counseling	Page 11
Required Health Examinations and Immunizations	Page 11
Social & Emotional Wellness	Page 11
Student Medication	Page 12
Students with Food Allergies	Page 12
Care of Students with Diabetes	Page 12
<u>Athletics & Extra-Curricular Activities</u>	Page 13
Absence from School on Day of Activity	Page 13
Concussions & Head Injuries	Page 13
Travel	Page 13
<u>Special Programs</u>	Page 13
Accommodating Individuals with Disabilities	Page 13
Education of Children with Disabilities	Page 14
English Learners	Page 14
Exemption from Physical Education Requirement	Page 14

Home and Hospital Instruction	Page 15
Homeless Child’s Right to Education	Page 15
Internet Acceptable Use	Page 15
No Child Left Behind (NCLB)	Page 15
Non-School-Sponsored Publications/Websites	Page 16
Access to Student Social Networking Passwords and Websites	Page 16
Request to Access Classroom/Personnel for Special Education	Page 16
Response to Intervention	Page 16
Positive Behavior Intervention and Support	Page 16
Title I Program	Page 17
<u>General Information</u>	Page 17
Agenda Books	Page 17
Accidents	Page 17
Bicycles	Page 17
Birth Certificates	Page 17
Birthday Parties	Page 17
Bus Transportation	Page 17
Change of Clothes	Page 18
Custody Arrangements	Page 18
Electronic Equipment	Page 18
Field Trips	Page 18
Instructional Materials	Page 19
Motivating Academically Talented Students	Page 19
Notes Required	Page 19
Parking	Page 19
Parent/Teacher Conferences	Page 19
Patrols	Page 19
Pledge of Allegiance	Page 19
Recess	Page 19
School Volunteers	Page 19
Search and Seizure	Page 20
Seizure of Property	Page 20
Student Searches	Page 20
Student Emergency Form	Page 20
Student Records	Page 20
Surveys by Third Parties	Page 22
Surveys Requesting Personal Information	Page 22
Teacher Qualifications	Page 23
Telephone	Page 23
<u>Laws, Notices, Policies and Forms</u>	Page 23
Accommodating Individuals with Disabilities	Page 23
Animals on School Property	Page 23
Asbestos Management	Page 23
Emergency School Closings	Page 23
Equal Opportunity and Sex Equity	Page 24
Invitations & Gifts	Page 24
Mandated Reporters and Reciprocal	Page 24
Pesticide Application Notice	Page 24
Safety Drill Procedures and Conduct	Page 24
School Visitation Rights	Page 24
Sex Discrimination	Page 24
Sex Offender Notification Law	Page 25
Sex Offender & Violent Offender	Page 25

Student Distribution	Page 25
Suicide and Depression Awareness and Prevention	Page 26
Transportation Reimbursement Eligibility and Dispute Resolution	Page 26
Video and Audio Monitoring Systems	Page 26
Emergency Information	Page 26
Emergency Plan and Drills	Page 26
Evacuation Sites	Page 26
School Violence Tip-Line	Page 26

Kimberly D. Pabst – Principal
Jennifer Richardson – Assistant Principal
Dustin Day – Administrative Intern
Alicia Geddis - Superintendent
Elizabeth Yacobi - Assistant Superintendent of Secondary Schools
John Hart - Assistant Superintendent of Elementary Schools

General School Information

This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The policies and procedures contained in this handbook have been approved by the Board of Education and are subject to change as situations arise. The administration reserves the right to interpret and apply the policies set forth in this handbook as deemed necessary by situations that may arise. The Board’s comprehensive policy manual is available for public inspection through the District’s website (www.danville118.org) or at the School Board office, located at:

Danville District #118
 516 North Jackson St
 Danville IL 61832

The School Board governs the school district and is elected by the community. Current School Board Members:

William J. Dobbles, President
 Randal P. Ashton, DDS, Vice President
 Gladys Davis
 Lon Henderson
 Frank R. Young
 Pastor Thomas Miller
 Darlene Halloran
 Martha See, Secretary

The School Board has hired the following administrative staff to operate the school:

Alicia Geddis, Superintendent – 217/444-1004 geddisa@danville118.org
 Elizabeth Yacobi, Interim Assistant Superintendent of Secondary Schools – 217/444- yacobie@danville118.org
 John Hart, Assistant Superintendent of Elementary – 217/444-1025 hartj@danville118.org
 Kimberly D. Pabst, Mark Denman Principal – 217/444-3201 pabstk@danville118.org
 Jennifer Richardson, Mark Denman Assistant Principal – 217/444-3202 richardsonj@danville118.org
 Dustin Day, Mark Denman Administrative Intern – 217/444-3232 dayd@danville118.org

Mark Denman Elementary School is located at and may be contacted at:

930 Colfax St
 Danville IL 61832
 Phone: 217/444-2600 - Fax: 217/444-2632

As a reminder, the administration reserves the right to interpret and apply the policies set forth in this handbook as deemed necessary by situations which may arise.



Welcome to Cannon Elementary School

We would like to welcome all students and families to Mark Denman Elementary School. The policies and procedures of Mark Denman Elementary School are contained in this handbook. Students and parents are advised to read the handbook carefully and keep it in a convenient place so that you may use it as a reference. Activities and experiences within our school will help prepare you to live a better life and to find your place in this complex society. Remember, your success will be directly proportional to your efforts.

DANVILLE DISTRICT #118 - DISTRICT MISSION STATEMENT

To ensure that all District 118 students reach their fullest potential.

MARK DENMAN ELEMENTARY SCHOOL MISSION STATEMENT

Mark Denman Elementary will provide a safe, supportive, and nurturing environment where all individuals will be actively engaged in personal and academic growth.

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 display the tag either on their outer clothing or around their neck 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, return their visitor tag, and sign out before leaving the school.

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

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

Arrival & Dismissal Procedures

Students are to remain in the school building once they arrive at school until they are dismissed from school at the closing of the day. Students may arrive at 7:25 a.m. for school breakfast. Students are not to leave the cafeteria without permission from the supervising adult. Students need to clean up their areas before leaving the cafeteria. As students wait to enter the building, the playground is off-limits due to safety and supervisory reasons.

Regular dismissal is 2:30 p.m. in the afternoon. Students who need to change their mode of transportation for the day must have a written note from their parent/guardian. If a note does not accompany the child, they will be sent home in the usual way unless the parent/guardian has notified the office. **All change of transportation request must be made 30 minutes before dismissal.**

All students entering the building after 7:50 a.m. must check-in at the office and receive a tardy pass to be permitted into class.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (6) and seventeen (17) years of age (unless the child has already graduated from high school) shall assure that the child attends school in the

district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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

Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must complete the Vacation/Leave Request Form and give written notice to the building principal at least 10 calendar days before the student's anticipated absence(s).

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

Student Absences

There are two types of absences: excused and unexcused. Student absences are specifically defined in the Ownership in Education handbook. Pre-arranged excused absences must be approved by the principal. Parents must complete the request for leave form and return it to the administrators at least one week before the absence.

Once a student has reached a total of six (6) absences (*excused by parent and unexcused*), any additional absences will require official documentation explaining the reason for the student's absence—a note from the doctor, an appointment card, or court appearance letter. Any absence that does not meet these criteria will be considered unexcused. Students will be excused for the treatment of head lice for a period of two days **only**. Each subsequent day will be counted as an unexcused absence.

In the event of any absence, the student's parent or guardian is required to call the school at 217/444-2600 before **7:50 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 and the Alert Now system will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Tardy to School

Students who are tardy to school must receive a late slip from the office before being admitted to class. There are no distinctions made between unexcused and excused tardies to school. Students are allowed two tardies, for any reason, per semester, before time after school is assigned.
Tardies per Semester:

First Offense = Parent notified and signature required

Second Offense= Warning before detention

Third Offense = 15-minute detention

Fourth Offense = Up to 30-minute detention

Subsequent Offense = May lead to DPPC (Dismissal Pending Parent Conference)

Tardies due to doctor and dentist appointments should be verified by a note from the doctor or dentist. Further violations will be referred to the Truancy Officer.

Transfer to another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

Truancy

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

Withdrawal from School

The office should be notified of any student's withdrawal from school regardless of the reason or length of absence. A parent must sign a record-release form in order to transfer student records from this school district to another school district. NO records will be sent until all obligations to the school have been met, return of all school owned property has been verified and all fines paid.

LEARNING AND ASSESSMENT

Grading & Promotion

School report cards are issued to students on a quarterly basis. Report cards at Mark Denman are distributed at the close of each nine weeks of school. Parents must pick up the report card for the first and third quarter at a parent-teacher conference. Report cards for the second and fourth quarters will be sent home with the student. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Standardized Testing

Students and parents/guardians should be aware that students in grades 2nd and 5th will take CogAT testing. All students in grades 3-5 will participate in the PARCC testing. Parents are encouraged to cooperate in preparing students for the standardized testing. The quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success on the state's standardized tests.

GENERAL BUILDING CONDUCT

Ownership in Education Handbook: Rules, Rights and Responsibilities

A joint committee consisting of parents, staff and community members has created the rules within this manual. Each parent/guardian is asked to review this manual with their child(ren) and return the sign-off sheet in the back of the manual stating they have discussed this manual with each child. The form is to be returned to the classroom teacher.

Grievance Procedure

When you have concerns, questions and/or complaints:

Please follow this Chain of Command so that differences may be resolved quickly and fairly:

1. Please call the appropriate staff member who was directly involved to make an appointment to

- discuss your concern. This may be the classroom teacher or another staff member.
2. If there are still concerns, contact the principal.
 3. If the problem is still not resolved, contact the associate superintendent to discuss the problem.
 4. Finally if there is still no resolution, contact the school board.

School Dress Code / Student Appearance

Danville School District #118 has implemented a standard code of dress. Student and school dress code policies can be found in the **OWNERSHIP HANDBOOK**. Please refer to the Ownership in Education Handbook when referring to student and school dress.

Student Discipline

Student discipline policy notification is in accordance with the **OWNERSHIP HANDBOOK**. Please refer to the Ownership in Education Handbook when referring to student discipline.

Preventing Bullying, Intimidation, and Harassment

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

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

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

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to

report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

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.

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 notify 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.

Cafeteria

There are specific procedures followed during the lunch hour. We also expect student behavior in the cafeteria to be based on courtesy and cleanliness. Students are expected to abide by the rules and procedures listed. Failure to comply may result in discipline at the discretion of the administration as stated in the **OWNERSHIP HANDBOOK**.

Material Fees

The Board of Education, prior to the opening of school, sets the material fees. For the 2015.2016 school year, kindergarten fees are \$25 and \$32 for students in grades 1st – 5th.

School Breakfast and Lunch Program

A healthy breakfast and lunch will be available **at no charge to all students**, regardless of income. No forms are necessary to participate. All students are encouraged to participate in the free meal program to enhance the learning environment.

Breakfast is served every day beginning at 7:25. There is no charge for breakfast, but additional milk and juice are available for purchase.

Lunch is served every full school day, and menus will denote days when lunch is not served on early dismissal. There is no charge for lunch, but additional milk and juice are available for purchase. For additional purchases

outside of the complete meal that is no charge, parent/guardians may add money to student's accounts by paying in line, in advance on your student's account via check or online.

Textbooks

Textbooks are furnished to each student without charge. The student should take care of them. The student responsible for them will pay for all damaged books. For his/her own protection, a student should put his/her name in ink in each of his/her books.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

Communicable Diseases

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

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

Dental Examination

All children entering kindergarten and second grade must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) a completed dental examination or (2) a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempt from the immunization, dental and/or eye examination requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
1. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.

2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse at Cannon Elementary School and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Health & Wellness

The Board of Education is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Guidance & Counseling

The school provides a guidance and counseling program for students. The school's social worker is available to those students who require additional assistance.

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements at the time of enrollment of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register midterm shall have proof of examinations and immunizations at the time of enrollment. If a medical reason prevents a student from receiving a required immunization, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Social & Emotional Wellness

Student social and emotional development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development standards contained in the Illinois Learning Standards. The objectives for addressing the needs of students for social and emotional development through the educational programs are to:

1. Enhance students' school readiness, academic success and use of good citizenship skills;
2. Foster a safe, supportive learning environment where students feel respected and valued;
3. Teach social and emotional skills to all students.
4. Partner with families and the community to promote students' social and emotional development.

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 medication during school hours or school-related activities, the

parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration, 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. The medication Authorization Forms are available in the school office and must be completed and signed by parents and medical providers. The form must be returned to the school office before medication can be administered or consumed.

Self-Administration of Medication ¹

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

Students with Food Allergies

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

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

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

Care of Student with Diabetes

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

- *Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- *Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- *Sign the Diabetes Care Plan.

Grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

ATHLETICS & EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curriculars is a privilege. Those who participate in extra-curricular activities have a responsibility to favorably represent the school and community. Students are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. Refer to the **OWNERSHIP HANDBOOK** for further information.

Absence from School on Day of Activity

A student who is absent from school on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the student's family. An athlete who is truant or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association² before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

SPECIAL PROGRAMS

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school sponsored services, programs or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program or meeting. The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. The same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

Behavioral Interventions

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

Discipline of Special Education Students

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

Education of Children with Disabilities

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

The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated and provided with appropriate educational services. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

English Learners

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

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

For questions related to this program or to express input in the school's English Language Learners Program, contact the Director of Educational Supports at 217/444-1062.

Exemption from Physical Education Requirement

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

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

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

Home and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

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

For information on home or hospital instruction, contact: Special Education Office, at 217/444-1083.

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.

For information regarding homeless child's right to education, contact the Director of Educational Support Programs at 217/444-1062.

Internet Acceptable Use

Student Acceptable Use Policy is in accordance with the **OWNERSHIP HANDBOOK**. Please refer to the manual when referring to the Acceptable Use.

Parents or guardians must sign the Technology Use Contract before students may access District technology. Students who do not have a Technology Use Contract on file will not be allowed to utilize the technology at Mark Denman Elementary School.

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

No Child Left Behind (NCLB)

NCLB was signed into law January 8, 2002. It is a revision of the 1965 Elementary and Secondary Act (ESEA). The overall purpose of the law is to ensure that each child in America is able to meet high learning standards of the state in which he/she lives. The following are the goals of the law:

- All students will reach high standards, at a minimum attaining proficiency or better in reading and mathematics by 2013-2014.
- By 2013-2014, all students will be proficient in reading by the end of the third grade.
- All limited English proficient students will become proficient in English.
- By 2005-2006, all students will be taught by highly qualified teachers.
- All students will be educated in learning environments that are safe, drug free and conducive to learning.
- All students will graduate from high school.

Mark Denman Elementary School will continue to make improvements through our School Improvement Plan, Parent/Community Involvement, Professional Development and Partners in Education to ensure that the goals established by this law are met according to the timelines provided.

Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

Access to Student Social Networking Passwords and Websites

Public Act 98-129 requires schools to publish their disciplinary rules circumstances in which the school may require access to social networking passwords or websites. Refer to the Danville District #118, Ownership in Education Manual for this policy.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

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

Response to Intervention (RtI)

Through RtI, we provide high-quality classroom instruction to all of our students. We assess all of our students and provide tiered instruction and interventions matched to individual student needs. Through ongoing assessment, student progress is continually monitored.

Family involvement in this process helps to enhance student outcomes. RtI is an opportunity to bring about meaningful change in family-school relationships, allowing for engaged partnerships between educators and families through collaborative, structured problem-solving.

Positive Behavior Interventions and Supports (PBIS)

The Positive Behavior Interventions and Supports (PBIS) program is an effort to help students build a positive attitude, develop strong character skills and to continue to expand on the skills necessary to become productive citizens. Mark Denman students are taught how to and are asked to follow the following school rules: Be Respectful, Be Responsible and Be Safe. The PBIS program is an extension of our efforts to provide students with a positive environment in which to learn and succeed. See our PBIS section in the monthly Mark Denman School Newsletter for updated information and the "Cool Tool" of the month.

Title I Program

The Title I program is a federally funded program that provides additional support to the educational process. This program also provides support for students who demonstrate an academic need.

GENERAL INFORMATION

Agenda Books

Student in grades 3-5 will receive an agenda book at the beginning of the school year to assist with organizational skills. Parents are asked to review and sign-off on student agendas daily.

Accidents

Every accident in the school building, on the school campus, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the principal's office.

Bicycles

Students who ride bicycles to school must park them in the racks provided at the front of the school. Students are required to walk bicycles to and from the racks while on school property. The school will assume no responsibility for the safety of your bicycles. All bicycles should be locked to deter theft.

Birth Certificates

State law requires that parents must furnish the school district with a certified copy of the child's birth certificate. This can be obtained from the Records office of the Vermilion County Courthouse. If your child was born outside Vermilion County, you will need to contact the Vital Records Office of the county where your child was born. Mark Denman will photocopy the birth certificate for our new records and return the original to the parents. This law became effective January 1, 1987 and applies to all students who are new to District 118 schools.

Birthday Parties

A child may furnish birthday treats for his/her classmates according to the following:

- Three-day notice given to teachers prior to all parties. At that time, teachers will advise parents as to the best time for the room party and let the parent know if any students have diet restrictions.
- One treat must be furnished for each student in the class.
- Cupcakes or cookies work best. If juice, ice cream or sheet cakes are involved, the parent is to furnish the utensils needed to serve them. Ice cream and juice cannot be stored at school.

NOTE: We ask that invitations for home birthday parties not be distributed at school, as this may lead to hurt feelings for those students not receiving an invitation.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents will be assigned a bus stop at the beginning of the school year at which a student is to be picked up and dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. 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. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigating misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Associate Superintendent of Danville District 118 at 217/444-1012.

Change of Clothes

Each kindergarten and first grade student at Mark Denman School is asked to have a complete change of clothes to keep in the classroom (underwear, socks, slacks, shirt, shoes.) They are to be sent in a plastic bag, clearly labeled with your child's name. When your child's school clothes become soiled due to illness, mud puddles, spilled milk, etc., your daily schedule will not have to be interrupted to bring a change of clothes. The soiled clothes will be sent home in a plastic bag. When this happens, please send another outfit to school the next day.

Custody/Arrangements

If you have any legal custody/divorce settlement information that the office should be aware of regarding your child(ren), please be sure to let us know verbally and in writing. It is extremely important that the school knows if a student is not to be released to a specific person. Please bring this information to our attention each year as situations change.

Parents who are separated, but not legally divorced, are advised that the school finds itself in a difficult position when determining who should be allowed to remove the child from the school premises. Unless there is assigned custody or other court papers indicating that one parent cannot have access to their child, the school will release the child to either parent.

Electronic Equipment

Students are **NOT** to bring any of the following equipment to school (CD/MP3 players, radios, earphones, pagers, cell phones, gaming devices, etc.) Please make sure that your child leaves these items at home. In addition, please discourage your child from bringing toys and possessions to school. Invariably, an item is lost, and the school is not able to replace lost possessions. Please help us avoid such occurrences.

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. Students who fail to abide by school rules and/or location rules during a field trip may be subject to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral
- Reasons as determined by the school.

Classroom teachers are not required to dispense medication on field trips. If your child must receive medication during the school day and you cannot accompany them on the field trip, please contact the principal to see what alternate arrangements can be made.

Instructional Materials

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

MATS (Motivating Academically Talented Students)

The MATS Program serves identified gifted children in grades 3-12. All students in grades 2-11 are screened for identification. Students who exhibit a score of 80% or higher in reading or math on the ITBS, and score 120 or higher on any area of the CogAT are further screened. The scores from a teacher inventory and the Naglieri Nonverbal Ability Test are submitted to a committee of district administrators for final selection of participating students. The final selection committee is comprised of the gifted coordinator and the administrators of the buildings who host the self-contained gifted programs. Parents have the right to appeal the decisions to the Gifted Coordinator. The grades 3-4 program is held at Mark Denman. The grades 5-6 program is held at Southview, with grade 7-8 at Northridge. At the High School, MATS classes are called Honors courses.

Notes Required

The school requires notification from parents or guardians for:

1. Absence (call or send a note by 8:50 a.m.)
2. Tardiness (call or send a note)
3. Requests for special or early dismissal
4. In reply to notices of unsatisfactory work
5. Field trips

Parking

The school has a location(s) available for school visitor parking. Those dropping off and picking up children may do so in the parking lot(s) available during school hours. Vehicles may not be parked or located in the bus lanes or fire lanes at **any time**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Parent/Teacher Conferences

Parent-teacher conferences are scheduled two times per year for each and every student. We urge you to make every effort to attend conferences. We find that regular communication between teacher and parent benefits the student in many ways. Additional parent conferences may be requested at any time during the school year.

Patrols

Safety patrol crossing guards are assigned posts from 7:30 – 8:00 a.m. and again from 2:30 – 2:40 p.m. Students should not cross the streets without their direction and only at specified corners.

Pledge of Allegiance

Students who do not choose to recite the pledge may remain silent but in no way disrupt those who wish to participate.

Recess

Recess is scheduled daily for all students during their lunch time. We do not go outside if it is raining or if the temperature is 15 degrees Fahrenheit or below. Children who have been ill must have a note from their parents requesting that they not go outside. If children are to stay in more than three days, a doctor's note is required.

School Volunteers

All school volunteers must have a background check completed and be approved by the principal prior to assisting in the school. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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.

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.

Student 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.

Student Emergency Form

At the beginning of each school year, all parents/guardians must fill out a Student Emergency Form for each of their children enrolled in school. Situations may arise that make it necessary for the school to contact a student's parent(s) or guardian(s), i.e. illness, injury, special recognition, or other problems that may arise. *Please contact the office with any changes* in telephone numbers (both home and work), addresses, emergency contact, and other similar information.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

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

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

2. 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.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

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

4. 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.

5. The right to prohibit the release of directory information.

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

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities,

organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

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

6. 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.³

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 parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the 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.

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

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

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

9. Parents and eligible students may request removal of college entrance exams from the student's academic transcript.

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Behavior or attitudes about sex;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

³ This section is only applicable to high schools.

5. Critical appraisals of other individuals with whom students have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian;
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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

Teacher Qualifications

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

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

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

Telephone

Students will be allowed to use the office telephone for *emergency* use only. The use of the phone in the office is a privilege. It should be used only when absolutely necessary. The phone is NOT for routine calls caused by a lack of planning or irresponsibility on the part of the student.

LAWS, NOTICES, POLICIES AND FORMS

Accommodating Individuals with Disabilities

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

Animals on School Property

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

Asbestos Management

The E.P.A. is conducting inspections in school districts statewide to determine if they are in compliance with the federal rules and regulations promulgated under the Asbestos Hazard Emergency Response Act.

Emergency School Closings

In cases of severe weather and other local emergencies, please listen to local radio stations or view local television channels to be advised of school closings or early dismissals. We will also contact you by phone through our Alert Now Notification System. Make sure you keep your contact information current with the school office to receive these messages. **Call the weather hotline at 444-1725 for school closings - - please do not call**

the school. If we dismiss early for an emergency or poor weather conditions, after-school functions may be cancelled.

Equal Opportunity and Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Superintendent, 516 North Jackson Street, Danville, Illinois 61832, Telephone 217/444-1000.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Mandated Reporters and Reciprocal Reporting of Criminal Activity

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

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact your student's principal.

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

Safety Drill Procedures and Conduct

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

School Visitation Rights

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

Sex Discrimination

It is the policy of Danville District #118 not to discriminate on the basis of sex in its educational and extra-curricular programs and activities or its employment policies, as required by Illinois PA 79-597 and Title IX of the 1972 Education Amendments. Inquiries regarding compliance with the Illinois sex equity rules and the Title IX regulation may be directed to the Superintendent at 516 N. Jackson Street, Danville, Illinois 61832, Telephone 217/444-1000.

Sex Offender Notification Law

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

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

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

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

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>

Guidelines for Student Distribution of Non-School-Sponsored Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
 - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
 - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
 - d. Is reasonably viewed as promoting illegal drug use; or
 - e. Is primarily prepared by non-students and distributed in elementary and/or middle schools.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Suicide and Depression Awareness and Prevention

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

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

Transportation Reimbursement Eligibility and Dispute Resolution

Transportation at district expense will be furnished for all pupils who live 1.5 miles or more from the school they are required to attend. Transportation may be furnished for pupils ineligible for regular reimbursed transportation under 1.5 miles if parents reimburse the district at a rate established by the Board or if, in the opinion of the Board, and validated by the state Department of Transportation, there exists pedestrian hazards for pupils.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

EMERGENCY INFORMATION

Emergency Plans and Drills

Mark Denman Elementary School has specific building plans for a variety of emergency situations and these are reviewed and practiced with students at the beginning of the school year and periodically throughout the year. A copy of our Critical Incidence manual may be viewed in the school office.

Evacuation Sites

If students need to vacate the school premises, students and staff will walk next door to Watchfire Signs. Parents are asked to not come to Mark Denman if an emergency should arise. In order for us to ensure the safety of all students, we need them to be transported to the evacuation site (Watchfire Signs). It will be from Watchfire Signs that we contact parents/guardians.

School Violence Tip-Line

The Illinois State Police will administer the School Violence Tip-Line which will provide a means for students to report threats of violence and weapon violations on school grounds. The statewide toll-free number, **1-800-477-0024**, will be physically answered at the ISP Communications Center in Springfield. This is an anonymous phone line.

State police employees who will forward the information to the local sheriff or police department and the appropriate ISP district will answer calls. The local law enforcement agency will be responsible for notifying the

school at which the violent act is supposed to occur. If the school is not in their community, they will insure that the proper law enforcement agency and school are notified immediately.

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

This handbook is only a summary of District 118 Board Policy. Policies may be amended at any time during the year without notice. District 118 Board Policies are available online at www.danville.k12.il.us. Communication of policies has been made to all persons expected to comply with them.
