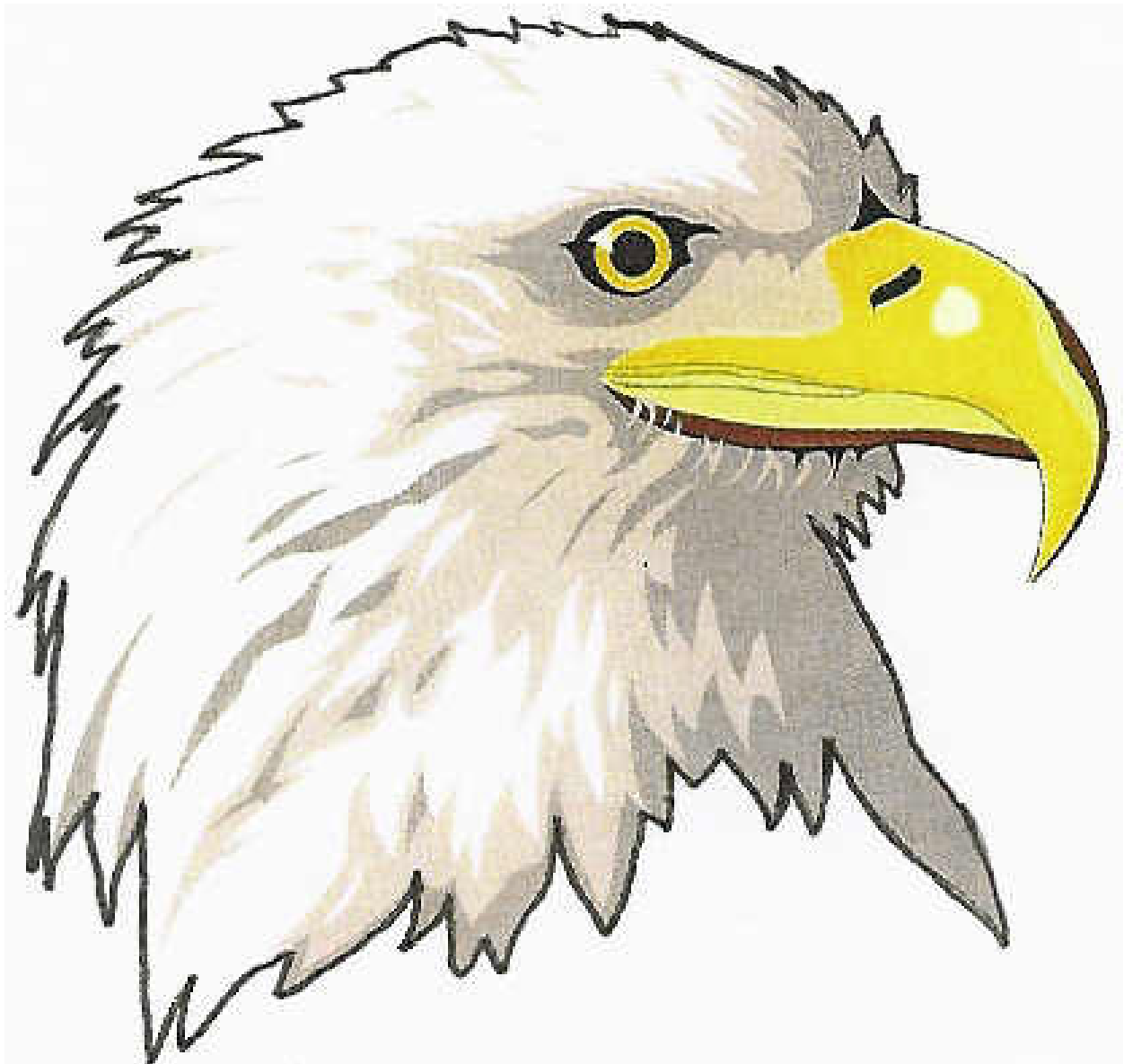


**STEWARD ELEMENTARY SCHOOL  
DISTRICT 220**

**PROUD TO BE AN EAGLE!**



## **The Eagle – Steward’s Symbol**

**The eagle is noted and known for strength,  
size, graceful figure, and keenness of vision.**

**In its quest for food, the eagle may soar  
through miles of rain, snow, and wind.**

**When the eagle builds his home,  
it is on the lofty mountaintop.**

**Though storms may threaten him every day,  
he uses his powerful wings to continue to soar.  
Because, to the eagle, the sky is unlimited.**

**Just like the eagle,  
Steward students are unlimited in their vision and  
ambition.  
And...at Steward School – they continue to soar!**

### **Mission Statement**

It is the mission of the Steward Elementary School, in partnership with parents and students and their community, to provide quality instruction, which enables its students to master and surpass state standards, develop strong thinking and communication skills and succeed in high school. Further, the school will guide students to build and demonstrate solid social skills and caring and respect for others. The school will pursue this mission in a safe, orderly and supportive environment.

Fall, 2008

Dear Parents/guardians:

The *Steward Elementary School District 220 Handbook* is intended to provide you and your children with information about our school including its procedures, programs, and rules. Our focus is creating 21<sup>st</sup> century learners so that they can compete in a global economy. To do so we will continue to challenge students to venture outside of their comfort zones to increase student achievement and development.

We want to work with you, as partners, in building your children into healthy and high achieving persons of whom we can all be proud. Research on schools that are highly successful consistently finds that parent involvement in school and parents' support for their children's learning is very significant factors in student achievement. We look forward to joining with you to do all we can on behalf of the community's school-aged children.

Please feel free to contact us anytime about ways that we can help your child(ren) or about any concerns you may have. Such matters provide important information that we can use to better serve our students and to improve as a school.

There are many "don'ts" and restrictions included within the pages of this student handbook. These provide the necessary guidelines that make our school responsible, orderly, and safe. It is important to keep in mind however, that the members of the school community are here to serve and to make our school community a positive, supportive environment for the children.

I look forward to working with the whole school community to make the 2008-2009 school year a productive one for all our students.

Sincerely yours,

Angelina S. Bua  
Superintendent

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**STEWARD ELEMENTARY SCHOOL DISTRICT 220**

**BOARD OF EDUCATION**

<b>Board Member</b>	<b>Address</b>	<b>Phone Number</b>	<b>Term Expires</b>
Mary Huels, President	203 Steward Street Steward, IL 60553	815-396-2426	2011
Jeffery Gould, Vice President	1857 Quail Hollow Steward, IL 60553	815-396-2282	2011
Dean Svela, Secretary	2823 Svela Road Steward, IL 60553	815-396-2467	2009
Dean Ackland	1382 Melugins Grove Road West Brooklyn, IL 61378	815-396-3326	2009
Marcy DeLille	1848 Quail Hollow Steward, IL 60553	815-396-2828	2009
Kristina Johnson	2780 Perry Road Steward, IL 60553	815-396-2410	2009
Jennifer O'Rorke	3150 Perry Road Steward, IL 60553	815-396-2325	2009

**Schedule of Regular Board Meetings  
Fiscal Year 2009  
(All regular meetings begin at 6:30 PM)**

Tuesday, July 23, 2008

Tuesday, August 19, 2008

Tuesday, September 16, 2008

Tuesday, October 21, 2008

Tuesday, November 18, 2008

Tuesday, December 17, 2008

Tuesday, January 20, 2009

Tuesday, February 17, 2009

Tuesday, March 17, 2009

Tuesday, April 21, 2009

Tuesday, May 19, 2009

Tuesday, June 16, 2009

# STEWARD ELEMENTARY SCHOOL DISTRICT 220

## ADMINISTRATION

**Superintendent** – Ms. Angelina S. Bua

## FACULTY

**Kindergarten** – Mrs. Tarah Holmgren

**First Grade** – Mrs. Rebekah Hayes

**Second Grade** – Mrs. Barb Hensen

**Third Grade** – Mrs. Kim Burgess

**Fourth Grade** – Mrs. Phyllis Hopwood

**Fifth Grade** – Mr. James White

**Sixth Grade** – Mrs. Pati Strehl

**Seventh Grade** – Mr. Alexander Eckland

**Eighth Grade** – Mr. Alexander Eckland

## SPECIAL SERVICES

**Music** – Mr. Michael Leone

**Art** – Ms. Cassie Inman

**Special Education** – Mrs. Melissa Horton

**Resource / P.E.** – Mrs. Martha Reed

**Speech Therapist** – Mrs. Sharon Grot

## SUPPORT STAFF

**Secretary** – Mrs. Kat Stofflel

**Cafeteria** – Mrs. Tammy Kessel

**Custodians** – Mr. Jeremiah Gambrel

—Mr. Leif Erickson

**Bus Drivers** – Mrs. Martha Reed

– Mrs. Brandy Huber

— Mr. Dave DeLille

**Bookkeeper** – Mrs. Deborah Wuebben

**Teacher Aides** -Ms. Cheryl McRoberts

-Ms. Denise Fry

-Mrs. Sandra Gould

-Mrs. Beverly Darsie

-Mrs. Paulette Harvey

## Guiding Beliefs

The following mission statement and “guiding beliefs” were adopted by the Steward Board of Education at its regular meeting in September of 2006. These statements were the outcome of a process that began with a community focus forum in February of the same year, and which continued as a committee worked to consolidate and condense the many ideas derived from that forum. The results of that process are shown below:

### Guiding Beliefs About Learning

1. Schools should bring all children to the realization of their full potential. What is taught, assessed, and, if necessary, re-taught is learned.

2. It is important that students learn higher-level thinking skills such as critical evaluation, sound argumentation, analysis, and synthesis.
3. Schools should communicate the joy of learning and build students into motivated, lifelong learners.
4. Students need to develop a strong sense of personal identity and effective coping skills in order to pursue positive values and avoid destructive pressures from peers and others.
5. Students must master technology skills in order to function successfully in today's world.
6. It is important that children are engaged in regular physical activity and are physically fit.
7. Students need to learn to be effective members of a team working toward a common goal and also to work independently when circumstances require it.
8. Skills in getting along well with others, relating to people, being socially adept are essential today, and the school should actively teach such skills and values.
9. All children are different and all aspects of schooling should make appropriate accommodations in order to maximize each student's learning and growth.
10. Pupil achievement is enhanced greatly when professional staff members collaborate about planning for learning, assessment of results, and dovetailing instruction from grade-to-grade.
11. It is important to keep curriculum, technology, and the other key components of instruction up-to-date.

### **Guiding Belief Statements About School Climate**

1. Children deserve a safe and orderly place to learn.
2. Caring, respect, and mutual support among all members of the school community should characterize the school.
3. The school should have a positive, uplifting, happy atmosphere.
4. The physical plant should be inviting, attractive, well maintained, and clean.
5. The school should be free from weapons, violence, bullying, and drugs and alcohol.
6. Discipline should be based upon clear classroom and school rules and be fairly and consistently enforced.

## **GENERAL INFORMATION**

*This Student/Parent Handbook is only a summary of Board policies and may be amended by policy changes throughout the year without notice. Board policies are available for inspection to the public at the District Office.*

### **Discrimination Policy**

*Steward Elementary School District 220 does not discriminate on the basis of race, color, religion, sex, disability, nationality, sexual orientation, or ethnic origin in administration of its admission policies, education policies, athletic and other school-sponsored programs.*

*Disability accommodations are in place at parent conferences, school programs, and School Board meetings. Policies also ensure that homeless students are not segregated or stigmatized.*

### **Office Hours**

School office hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday on those days that school is in session.

**ANYONE ENTERING THE SCHOOL MUST STOP AT THE OFFICE, SIGN IN AND OBTAIN A VISITOR'S BADGE.**

**FOR THE SAFETY OF ALL, DOORS WILL REMAIN LOCKED. ENTRY WILL ONLY BE ALLOWED AT THE MAIN ENTRANCE (NORTHEAST DOORS). Please ring the buzzer on the side of the left door to be let in.**

### **School Hours**

Students shall enter the building at 8:30 a.m. Students should *not* be on school grounds prior to 8:15 a.m., and should wait outside until admitted by a staff member. The students' day promptly begins at 8:35 a.m. when the tardy bell rings. The school day ends at 3:05 p.m.

Grades K-4 have lunch from 11:30 a.m. to 12:00 p.m. Grades 5-8 have lunch from 12:00 p.m. to 12:30 p.m. Students will be allowed to leave the school building for lunch providing their parents sign a permission slip (available in the office) prior to the student leaving school property. Parents assume all responsibility for students from the time they sign out until they sign in. All students leaving for lunch must return by 12:25 p.m.

### **School Crossing Guard**

Students walking to school are to cross Perry Road at the school sidewalk where the crossing guard is positioned. The crossing guard will be at the corner of School Street and Perry Road between 8:15 a.m. and 8:30 a.m., and 3:05 p.m. and 3:15 p.m.

### **School Closing**

Provisions are made in the school calendar for emergency school closings. If the closing of school or early dismissal is necessary, an official announcement will be broadcast on WLBK (1360) AM and WRHL (1060) AM. Alert Now, an automated calling system, will also be activated during inclement weather to call parents.

## Steward School Website

Steward Elementary School District continues to evolve its website to share and communicate items of interest pertaining to the school. You can locate our website at – [www.stewardschool220.org](http://www.stewardschool220.org)

## Illinois State Board of Education Attendance Guidelines

The Illinois State Board of Education utilizes the following guidelines in determining the student attendance for the General State Aid Claim for Schools:

1. A kindergarten or first grade student must be in attendance for 240+ instructional minutes to qualify for a full day attendance, 120-130 instructional minutes equal one-half day attendance and anything 119 instructional minutes or less is a full day absence.
2. Grades 2-8 require 300 + instructional minutes for a full day attendance, 150-229 instructional minutes equals one-half day attendance and anything 149 or less instructional minutes is a full day absence. Instructional minutes do not include lunch, recess or passing time between classes.

Student absences cause your child to miss valuable educational instruction and experiences and cost your school district dollars through a loss of state aid. Please support your child and your school through your child's attendance at school. Students must be in attendance for a minimum of three hours to be eligible to participate in any extra curricular event on that day. Prearranged, excused absences must be arranged with the Superintendent.

## Attendance Procedures

In an effort to maintain a quality education and good attendance levels, Steward Elementary School has established the following guidelines for its students:

1. If your child is going to be absent from school, you are asked to call the school office at **815-396-2413 by 8:30 a.m.** and report the reason for the absence. Any full-day or partial-day absence, which is not called in by a parent within two hours of the beginning of the school day, shall for the reasons identified as "excused absences" be termed "unexcused". A parent's call does not excuse the absence if the reason for the absence is not appropriate (e.g., shopping, sleep, hunting, babysitting, car problems).
2. All students will have a ten (10) day limit for parentally excused absences for each school year. All additional absences during the year will be considered unexcused unless they meet the following criteria:
  - a. Religious Holiday
  - b. Medical reasons documented by a written medical excuse provided by a licensed physician, dentist, chiropractor, optometrist, or county health officer are exempt and not counted toward the five-day limit per semester
  - c. Death in the immediate family or funeral for close relatives
  - d. Court appearance or other legal procedure, which required the attendance of the student. The absence will only be used for the time required for travel and appearance
  - e. School assigned suspensions
  - f. "Take Your Child to Work Day" if the proper form with documentation is completed and prior arrangements made with the Superintendent
  - g. Other emergencies approved by the Superintendent

For each day of excused absence, students will be permitted one day to make up work.

Students arriving late or leaving during school hours to attend appointments must provide a written note or phone call advising time and reason of absence. Parents must sign his/her child out if leaving school and students must sign in upon return. Parents are asked to schedule appointments to create the least amount of time away from school.

### **Vacation Policy**

Family trips/vacations will be excused for a maximum of five (5) days per school year **of the ten excused absences allowed.** More than five (5) days will be considered unexcused. Notification of family trips must be made at least ten (10) days in advance. If possible, all family trips should be planned so students will not miss school.

### **Release Time For Religious Instruction/Observance**

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent(s)/guardian(s) who desires to remove their child from school during a time when a subject matter or activity content is deemed inappropriate due to religious beliefs, the pupil is excused for that time period only. A student shall be released from school for a day or portion of a day for the purpose of religious instruction.

The parent(s)/guardian(s) must give written notice to the District five (5) days before the student's anticipated absence. The parent(s)/guardian(s)'s written notification of the student's anticipated absence shall satisfy the District's requirement for a written excuse when the student returns to school.

### **Tardiness/Truancy**

Students are tardy if they are not present in their homerooms by 8:35 a.m. For our students who ride the bus, a school bus that is late in arriving at school will not cause the student to be counted as an unexcused tardy. It is the responsibility of the parents/guardians to assure that their children are in regular attendance at school.

Tardiness is very disruptive to the educational process for your child and their classmates. Students with excessive tardiness or absences may be referred to the Lee/Ogle Regional Office of Education LODIS Truancy Intervention / Prevention Program for assistance, inclusive of legal intervention. If a student is tardy ten (10) times he or she will be ineligible for a perfect attendance award.

### **Recess**

Recesses will be held outdoors whenever weather permits. In cold weather, please dress your children for outdoor play. Recess is generally scheduled for outdoors whenever the wind chill is above 0 degrees Fahrenheit.

### **Physical Education**

All students will participate in a physical education class. All students are required to have a pair of clean, non-marking gym shoes that are for gymnasium use only. In addition, students in Grades 7-8 will be required to have appropriate gym clothing. Flip-flops and sandals are not to be worn in either inside or outside for physical education.

## **Music Programs**

The Steward Elementary School provides both vocal and instrumental instruction. Vocal music classes are held regularly and are required of all students and students are given grades just as they are for their other subjects. As a part of this program, two public performances are given each year, one in December and a second toward the end of the school year. Considerable work takes place in class to prepare for these musical performances. Accordingly, *all students are expected to participate in the school-wide performances as a class requirement*. Because of this, failure to be in the performances will be taken into account in grading for the class. Students missing due to emergency, illness or religious beliefs will be instructed to complete appropriate, alternative work to make up for missing a major requirement of the music program.

Instrumental music is available to our students beginning in fourth grade. We help parents of students wishing to learn to play an instrument to make contact with a company that makes musical instruments available for rent or for purchase. The students will have lessons on their musical instruments and participate in band. Those students who wish to play a musical instrument are required to make a commitment to be present for lessons and practices. Since band students come from several grades, it is necessary to schedule their instruction in instrumental music at times that take them from instruction in other subjects.

Based upon these considerations, the following rules govern instrumental students:

1. Students are required to be at all their scheduled lessons and band practices. The students may *not* elect to stay in the other classes in which their classmates who do not play an instrument are participating in during the scheduled instrumental lessons and band. The only exception allowed is when the music teacher and classroom teacher make temporary arrangements in advance.
2. It is the responsibility of the music student to keep up his/her work and assignments from the class time missed when participating in instrumental music. Teachers will assist in being sure that there are ways to do this or make up work done during the missed class time.
3. Instrumental music students are required to be at all public music programs in which the band plays unless it is not possible for them to be present due to emergency, illness or religious beliefs. As with the vocal music classes, students missing due to emergency, illness or religious beliefs will be instructed to complete alternative work to make up for missing a major requirement of the music program.
4. Students may not discontinue participation in instrumental music unless a completed form is submitted signed by the child's parent to grant permission and signed by the Superintendent and music teacher to acknowledge awareness of the student discontinuing participation.

The foregoing rules are not intended to be unduly harsh but rather to stress that a music program, which teaches students to play a musical instrument with any proficiency and practices for public presentations, requires a genuine commitment and cannot be effective when taken lightly or casually.

## **Field Trips**

Like most schools, the Steward Elementary School has "field trips" in which students are transported from the school to other locations for educational or recreational purposes. The school commonly transports students to a neighboring school for a special program, to a museum or historical site, or to a nearby park or recreational site as a reward for the students' reading or other achievements. This year we have added a form to the handbook permitting parents to give permission for all field trips within a thirty-five mile radius of the school. We are doing this because we know that frequent

permission slips for such trips are often a needless nuisance for families when, in fact, parents rarely have any objection to the typical trips. We will continue to send notices of field trips home in our weekly “Friday Notes” and will seek specific permission for longer trips or trips which clearly seem somewhat out of the ordinary.

### **After-School Study Club**

Steward Elementary School holds After-School Study Club on Monday, Wednesday, and Thursday afternoons from 3:15 p.m. to 4:00 p.m. After-School Study Club is a place students can stay after school to get help learning something that they don’t understand or do their homework and classroom assignments. With parental cooperation, the school may require some students to attend who are significantly behind in doing their required assignments. Students will need to have written or oral permission from their parents to participate.

It is the school’s intention that After-School Study Club will provide a good environment for students to complete schoolwork under the supervision of a teacher who can provide assistance when needed. Appropriate behavior will be required to assure that such an environment is maintained.

### **Change of Address and/or Telephone Numbers**

It is essential that the school office have the correct, address and telephone number of each student. Even if you have an unpublished telephone number, we need to have it in case of an emergency. If you do not want the office to give out your number, please inform us by the first week of school.

Please provide the School District with the correct address, telephone numbers, cell phone numbers, and designated people to whom your child can be released.

### **Emergency Contact Information**

Please make sure that emergency contact information is kept updated. Please notify the school of any extended absences of parent/guardian or arrangements made for students being away from the home. **Your child will be released only to the identified individuals on your contact cards.**

### **Enrollment Requirements**

The following are requirements for new enrollees:

1. Copy of Birth Certificate To enter Kindergarten, a child must be 5 years old by **September 1** of the current year.
2. One proof of residency within the District  
**Samples are below:**
  - a. Most recent property tax bill and proof of payment
  - b. Proof of last month’s rental payment
  - c. Letter of residence to be used when student is living with a District residentThree documents showing proper address such as:
  - a. Vehicle registration
  - b. Voter registration
  - c. Most recent cable/**satellite** television or credit card bill
  - d. Most recent gas, electric, or water bill
  - e. Mail received at new residence
3. Physical completed by a licensed physician.
4. Written verification of completed immunizations.

- a. At least 3 polio doses, with the last booster on or after 4<sup>th</sup> birthday
  - b. 4 D.P.T. with the last booster on or after 4<sup>th</sup> birthday
  - c. 1 M.M.R. dose
  - d. Repeat dose of Rubella (hard measles) or another M.M.R.
  - e. Mandated chickenpox (Varicella) vaccine or proof of disease
  - f. Dental examination for grades kindergarten, second and sixth
5. Lead screening
  6. Health history section of the physical form completed by a parent or guardian

**Failure to comply with the above requirements by September 10<sup>th</sup> of the current year will result in the student's exclusion from school until the required forms are supplied to the school.**

### **Fees**

Book Fee – Grades K-8           \$45.00  
 Computer Lab Fee –Grade K-8       \$ 5.00

### **Lunch**

The Hot Lunch Program is a not-for-profit activity that is offered as a convenience and a service to The parents of our students. The state and federal governments help fund the hot lunch program. The cafeteria manager plans a well-balanced, nutritious meal for each day. Families in need of financial assistance may obtain application forms for free and reduce lunches from the office. All information will remain strictly confidential.

The price per meal is:	K-4:	\$1.50
	5-8:	\$1.75
	Adults:	\$2.00

If parents would like to join their children for a school lunch, they are asked to notify the office by 10:00 a.m. Milk is included with the school lunch and also available for purchase during lunchtime for \$0.25.

### **Morning Milk**

Morning milk is offered to all students. The cost is \$.25 per day.

### **Extracurricular**

There is a \$20 activity fee each of the following; Basketball, Cheerleading, and Volleyball. This fee needs to be paid before practice begins.

### **Waiver of Student Fees**

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardians(s) to pay fees and charges. Students whose parents are unable to afford student fees may receive a waiver of fees; however, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Applications for fee waivers may be submitted on an application form available from the Superintendent by a student's parent(s)/guardian(s) who have been assessed a fee. A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq., or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The superintendent may give additional consideration where one or more of the following factors are present:

1. Illness in the family
2. Unusual expenses such as fire, flood, storm damage
3. Seasonal unemployment
4. Emergency situations
5. When one or more of the parent(s)/guardian(s) are involved in a work stoppage

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student. The superintendent will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Superintendent denial of a fee waiver request may be appealed by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. Thereafter, the Superintendent decision may be appealed to the School Board. The decision of the Board is final and binding.

### **Fire/Tornado Drills/Other Safety Drills**

Fire and Tornado drills will be held periodically for the safety of all students.

### **Homework**

Homework is an important supplement to daily classroom activities. Homework is most effective when it is directly related to the instructional objectives from the classroom. The purpose for any homework assignment must be clear, and students and parents must understand the teacher's expectations. Clear, direct lines of communication between teachers and parents help students understand the importance of homework and help to avoid unnecessary problems.

The "best" homework assignments usually involve one or more of the following activities:

1. Reading for content or pleasure or as a means of introducing material which is introduced in class
2. Practice using skills already taught in class
3. Completion of assignments not finished in class
4. Review of previously taught material including studying for quizzes and exams
5. Solving problems by applying information and skills introduced in class
6. Completion of projects and long-term assignments (providing the purpose, expectations and timeline for completing projects are clearly understood in advance)

Homework is *not* meant to be busy work, nor is it meant to be the primary means of learning new material. Homework is definitely *not* meant to cause undue stress on teachers and families. (When students or parents get to the point of complete frustration regarding a homework assignment, it is time to stop!) If you have a concern about your child's homework, please contact your child's teacher.

Time expectation for homework:

While it is not necessary for homework to be assigned every day, it is reasonable to expect that a certain amount of homework may be assigned on a fairly regular basis. Parents who repeatedly find their children working on homework in excess of the following guidelines should notify the school:

<u>Grade Levels</u>	<u>Suggested amount of homework (average total)</u>
Early elementary (K-2).....	Not more than 15-30 minutes daily
Middle Grades (3-4).....	Not more than 30-40 minutes daily
Upper Grades (5-8).....	Not more than 50-60 minutes daily

Teacher’s responsibilities regarding homework:

1. Provide assignments that are worthwhile, clearly linked to instructed goals, and of reasonable length
2. Use homework to assess student’s understanding of material covered in class
3. Provide reasonable accommodations for students with special needs
4. Provide written materials that are understandable for parents
5. Provide timely feedback to students regarding their homework
6. Establish reasonable consequences for homework assignments that are missing, incomplete or late. (In most instances, inadequate or missing homework will adversely affect the student’s grade.)
7. Keep students and parents informed regarding any problems related to homework

Parent’s responsibilities regarding homework:

1. Provide adequate time and quiet space for homework
2. Monitor the completion of homework
3. Assist the child with some activities when requested by the teacher, e.g., reading with the child, practicing flashcards, etc. (Parents are not expected to teach or reteach lessons nor are they expected to do their child’s assignments.)
4. Inform the child’s teacher(s) when there are problems with the students completing the homework

Student’s Responsibilities:

1. Know what the assignment is; ask questions when the assignments are not understood
2. Be prepared by having the proper books, materials and supplies
3. Complete homework and turn it in to the teacher on time

School’s responsibilities:

1. Review and discuss these guidelines
2. Develop classroom guidelines and procedures that are consistent with these guidelines
3. Publish and distribute guidelines to parents and students

Grading Scales

- Grades K - 3:  
E - Excellent  
S - Satisfactory

## N - Needs Improvement

Grades 4 - 8:

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = Below 60%

### Honor Roll

The school has an honor roll for students in grades 5 through 8 and is based upon performance in the following subjects:

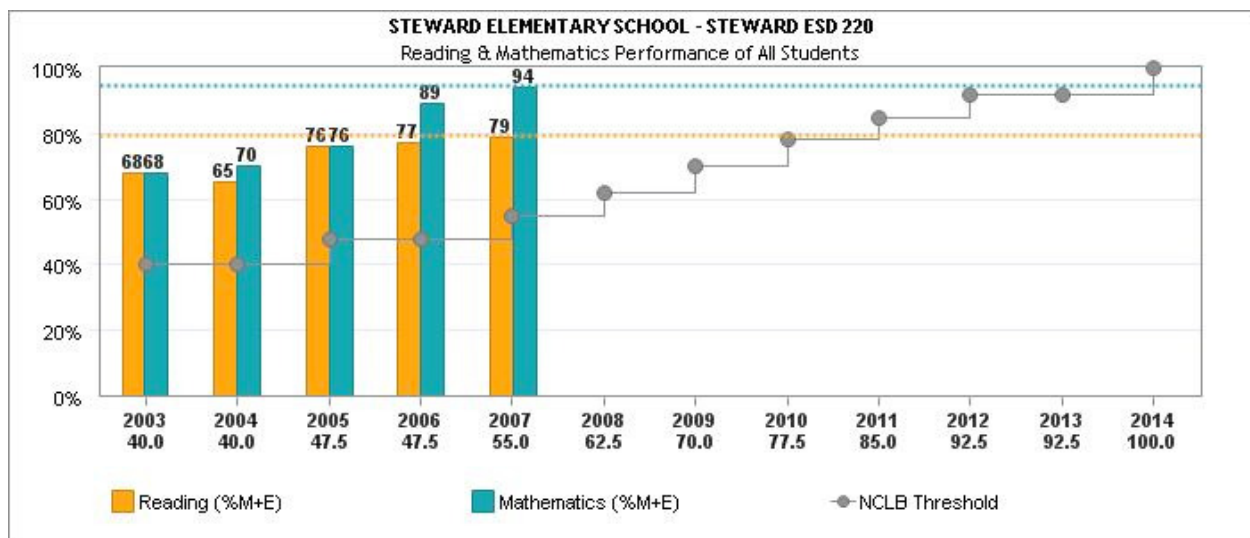
Math, Language, Science, Reading, Social Studies, Spelling, and the average of Physical Education, Computers, Art and Music.

A = 4	points	High Honors
B = 3	points	25 - 28 points (with no grade below B)
C = 2	points	
D = 1	points	Honors
F = 0	points	21 - 24 points (with no grade below C)

### NO CHILD LEFT BEHIND (NCLB)

The **No Child Left Behind** Act of 2001 (**NCLB**) passed by the federal government stipulates that schools are required to achieve learning standards that have been agreed to by the United States Department of Education and each state's governing educational agency.

NCLB created a stair-step model outlining the academic achievement for all students residing in each state. The chart below shows how Steward's students have excelled in both math and reading.



For 2007-2008, an average of 62.5% of the students in each of our schools must have met or exceeded achievement of the learning standards for reading and math that have been established by the State of Illinois.

Additionally, parents have the right to expect a “highly qualified teacher” teaches their child. In the event that the District cannot hire a highly qualified teacher who is fully trained and licensed to teach in all areas of his/her assignment, then the school must notify the parents of that fact. Parents may request information about their child’s teacher’s qualifications. Information that can be provided includes the university/college degree, his/her area of study, specific certifications and endorsements held, and when appropriate, the number of basic course hours that qualify him/her to teach the subject area(s) to which the teacher has been assigned to teach. The law states that the school notifies parents when a teacher who does not meet the law’s definition of “highly qualified” is teaching a student(s) for more than four (4) weeks requires it.

### **Student Illness**

Although the school encourages good attendance, students who have a significant or contagious illness should not attend until their condition is improved. The school does not allow students with a temperature of 100 degrees Fahrenheit or more to stay at school. Students with a temperature this high must remain out of school until their temperature has returned to normal for at least 24 hours both for the sake of their recovery and to prevent the spread of disease at school. Often the morning after a fever, a child’s temperature is normal; however, many diseases are characterized by a fever that rises over the course of the day peaking around midnight. Often children are sent home with a fever to return the following day since they had no fever in the morning only to be sent home again during the school day as fever rises and symptoms worsen. We know that this situation may be difficult in homes in which both parents work, but it is clearly best to protect children and shorten illnesses by keeping them resting at home until their fever has subsided for 24 hours.

### **HEALTH TIPS:**

#### **Head Lice**

Health authorities agree that head lice have greatly increased in the past few years. Although people cringe at the thought of head lice, the lice pose no serious health threat. Head lice do not imply poor housekeeping or lack of personal cleanliness. Anyone can get them by direct contact with an infested person’s head or hair, or by sharing such personal items as caps, hairbrushes, combs, or bedding. Head lice crawl; they do not jump or fly. Itching of the scalp is the most common symptom. Diagnosis is made by the presence of nits (eggs) or lice.

To keep lice out of school, we ask that you check your child’s head regularly and report any suspicions to the school office. Should your child contact head lice, you will be notified and the following checklist must be returned to the school for the child’s re-admittance.

- A. Date of first treatment with a special shampoo designed to kill lice: \_\_\_\_\_
- B. Brand of shampoo used (Please follow directions on label of shampoo):  
\_\_\_\_\_
- C. List all family members who used shampoo. It is recommended all family members use shampoo as a preventative measure.

Please place a check mark by the following list of items you have completed.

---

\_\_\_\_\_ Complete removal of every egg (nit) from hair of each child. A vinegar rinse after

you follow directions on shampoo helps facilitate egg removal. A fine-tooth comb is available for egg removal from the pharmacy.

\_\_\_\_\_ Wash all infected clothing and all bed linen in hot soapy water.

\_\_\_\_\_ Vacuum furniture, car seats, pillows, mattresses, and carpeting. A spray may be used; for example, R&C Lice Control Spray or any other that your local pharmacy may recommend.

\_\_\_\_\_ Disinfect all combs and brushes. Placing in a pan of water at 140 degrees for ten minutes may do this.

\_\_\_\_\_ Place articles that cannot be washed in plastic bag and seal for 30 days.

\_\_\_\_\_ As a parent, I have checked and will continue to check my children periodically for possible lice reinfestation. (This should be done daily for at least one month. The school nurse will also be rechecking your children.)

### **Pink Eye (Conjunctivitis)**

Eye doctors are warning that if medication for pink eye does not show marked improvement in the eye after three days, be sure to report this to your doctor. Because pink eye is contagious, a student cannot be in school until the prescribed medication has been in use in the eye and permission to return to school has been given by the doctor.

Symptoms to watch for:

1. Redness of the white of the eye
2. Tearing and itching of the eye, causing student to rub it
3. Crusty eyelids, especially on waking from sleep

Treatment to follow:

1. Contact doctor for prescription eye drops.
2. If drops need to be put in at school be sure to get a note from the doctor authorizing the school to do so
3. Remind the student to keep his/her hands away from eyes and to wash hands frequently, especially after touching the eyes.

### **Pest Management /Pesticide Application to School Grounds**

Parents and guardians who wish to be notified prior to applications of any pesticides on school grounds should contact the Superintendent.

### **Annual Asbestos Management Plan Notice**

This is to inform you of the status of Steward Elementary District #220 asbestos management plan. The Illinois Department of Public Health Agency and the Federal Environmental Protection Agency have determined that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings were initially inspected for asbestos. The federal AHERA law requires that a visual surveillance of asbestos containing areas is completed every six months and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the management plan as required. The management plan is available for public review in the District Office. Should you wish to review the plans, please call to make an appointment between 8 a.m. and 4 p.m. Any concern relative to asbestos containing materials should be directed to the Superintendent, at Steward Elementary School office, 815-396-2413.

## **Lockers**

At the beginning of the school year the homeroom teacher assigns hall lockers. Periodic inspections will be made by the homeroom teacher and Superintendent to assure that lockers are kept neat and orderly. All personal items and books, when not in use, are to be kept in the locker. Students may not deface the locker in any way.

## **Personal Property Labels**

It is very helpful, especially at the K-6 level, if parents mark their children's things with their names – especially lunch boxes, coats, and tennis shoes.

## **Office Visits by Students**

Students should come to the School Office to:

1. Use the telephone in cases of sickness
2. Report that they are ill
3. Carry out a teacher's request
4. See if their lost valuables have been turned in

## **Parent-Teacher Conferences**

It is especially important that parents and faculty confer when report cards or progress reports indicate that the child is having difficulty in any subject area. Many times a conference between the teacher and the parent will result in improvement in a child's performance. If you would like to speak with any teacher concerning your child's behavior or grades, please call the School Office and arrange for a conference. Parents will be contacted whenever the school feels that a conference is desirable for the best interests of the student.

We ask that you do not call teachers at home. They will not have the necessary resources at home to confer with you. Conferences are scheduled at the conclusion of the first quarter (October), and additional conferences will be held when requested.

## **Visitors**

Visitors are welcome at the School District building provided their presence will not be disruptive. **All visitors shall report to the School Office. All registered visitors will be required to wear a nametag and return it when signing out.** Any person wishing to confer with a staff member is asked to contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period. To make the visits productive, the school suggests that parents prearrange their classroom visits after the first two weeks, and before the last two weeks of the school year.

Any staff member may request identification from any person on school grounds or in any school building. Refusal to provide such information is a criminal act and could result in legal action. The Superintendent or designee shall seek the immediate removal of any person who:

1. Refuses to provide requested identification
2. Interferes with, disrupts, or threatens to disrupt any school activity or the environment
3. Engages in an activity in violation of School Board Policy 8:30, "Conduct on School Property"

Preschool children are often distracting to the students. Please try to make other arrangements for your preschoolers when you visit your child's classroom.

### **Parking/Traffic Route**

**Absolutely no parking on the east gravel drive during the regular school day.** During drop-off and pickup this route will be followed:

1. Enter off Perry Road into the north parking lot and curve around to the intersection of School Street along the sidewalk, turn left onto School Street to exit onto Perry road.
2. **PLEASE PARK ONLY IN MARKED PARKING SPACES.**

If your child does not come out when you arrive, please circle around again rather than block traffic. Additional parking is available along John Street (south of the school). (See the parking map at end of Handbook.)

### **Parent's Guide for Addressing Problems at School**

Perceived unfairness, misunderstandings, hurt feelings, and conflict are experiences common to us all. When children experience these problems at school, it causes difficulty for everyone—the children, parents, and school staff.

The following steps should be used:

#### **STEP ONE: Take your concern to the person closest to the problem**

No matter where the problem occurred, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved.

It's best if you make time to talk with school personnel regularly, before problems are encountered. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted. Tell them when things are going well, and communicate any concerns you have quickly and openly.

If you call for an appointment to see your child's teacher, let them know in advance what the general nature of your concern is. This gives them an opportunity to ask staff members for information that might relate to your problem or concern. If a personal visit isn't possible, why not call once to state the problem and during the conversation offer to call back at a time when you both can discuss the situation in more detail.

The problem you or your child faces may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member most directly involved. Give him/her the chance to tackle the problem first.

#### **STEP TWO: Present your concern to the Superintendent**

The Superintendent is responsible for supervision of all school staff. He/she should be contacted if the staff member closest to the problem hasn't been able to satisfactorily resolve the difficulty.

The Superintendent's ability to help will be improved if you share the steps you've already taken with the staff member closest to the problem, or if you will take time to openly share with him or her

the reasons why you feel uncomfortable dealing directly with the person who is closest to the situation.

**STEP THREE: Contact your School Board members.**

School Board members are elected to represent the interests of all parents and District residents, and you should feel free to tell them your point of view. School Board members do not however, have direct authority in day-to-day school operations. All authority is the result of official actions by a majority of the board at meetings open to the public.

The Board's primary responsibility is to make policies that guide the School District. Any change in policy requires two readings at separate public meetings, a procedure that often takes two or more months. Some policy changes may require substantial public input and consultation with the School District's attorney. These requirements often increase the time required for the Board to provide a response.

**When should a board member be contacted and what can they do?**

1. After other means to solve a problem have been tried
2. When a policy is being enforced and you believe results are not appropriate
3. When policies or procedures are not enforced fairly for all

**A board member may take one or all of the following actions:**

1. Informally discuss the issue with the Superintendent to consider whether policies or rules should be changed
2. Request that the board review the specific policies that relate to the situation
3. Propose new policies for the board's consideration

**Public Participation In School Affairs**

The public is invited and encouraged to take an active role in school affairs and to meet and talk with any and all school personnel on school matters. Keep in mind that school employees may not discuss the children of others with you. In matters of specific concern, however, parents and citizens should consult first with the person closest to the source of that concern. For example, in a matter involving a student's classroom situation, consult first with the student's teacher and then if necessary with the Superintendent. The concerned person may also present a matter to the School Board when the procedure above has been followed and the problem still has not been resolved.

**Student Records**

School student records including individual education plans are confidential. Information from them shall not be released other than as provided by law. Any record that contains personally identifiable information, or other information that would link the document to an individual student, is a school student record if maintained by the District, except:

1. Records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and
2. Records kept by law enforcement officials working in the school.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services should be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.

### **Illinois State Textbook Program**

Each year the Illinois State Textbook Program provides secular textbooks to serve Illinois students in public and private schools. A different group of consecutive grades of students are provided books each year so that all students receive one every three years. Parents will be asked to sign a form on behalf of their child(ren) accepting the books the year that books become available at the appropriate grade levels. Failure to authorize the school to accept a textbook, prevents the school from getting that book without charge to the school district. Accordingly, all parents are urged to participate.

### **POLICIES, RULES & REGULATIONS**

The discipline committee, composed of parents, teachers, and the Superintendent, has developed specific rules students must follow to have an atmosphere where teachers can teach and students can learn. It is important that everyone is aware of these rules so all concerned know exactly what behavior is expected. Each teacher will explain classroom rules. Student surveys may be used to monitor/evaluate the school environment to address discipline guidelines.

### **Dress Code Guidelines**

This code applies to the school day and all school-sponsored activities. Student's dress and grooming must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. Students not dressed appropriately will be sent home for a change of clothes.

1. Clothing which **exposes bare midriffs**, bare backs and/or has holes or slits, which are poor in taste or are revealing will not be allowed.
2. Clothing or jewelry, which is disruptive to the creation and/or maintenance of a positive educational environment within a classroom or instructional area on school property, is prohibited.
3. **Excessively short dresses, skirts or shorts are prohibited, as are halter-tops, backless tops, spaghetti strap tops, or other tops, which have straps that expose the shoulder area. The front of tops must have a modest neckline as depicted in the picture on this page.**
4. Clothing or jewelry, which advertises drugs, tobacco, alcohol, satanic symbols or obscene written material, may not be worn.
5. Footwear causing noise or which is unsafe on stairs and the playground may not be worn.
6. Hats, caps or sunglasses are **not** to be worn inside the school building.
7. **A separate pair of gym shoes is required for indoor recess and P.E.**
8. Outerwear (jackets, coats, etc.) designed to be worn for protection against the weather will not be worn in school unless an emergency need is indicated by the teacher or another school official.
9. Clothing made of spandex or similar material (biking shorts) may not be worn unless other clothing is worn over it.
10. Students must wear clothing, which is properly fitted and appropriate to the purposes of the various school programs and activities each day. K-4 students who wear skirts or dresses are

encouraged to wear shorts underneath for the sake of modesty in school activities.

11. No painting of faces unless previously approved by the superintendent.

### **Bicycles**

Two bike racks are available for student use. Bicycles are to be parked in a bike rack and are not to be used until the end of the school day unless permission is given to leave during lunch.

It is recommended that bikes be equipped with a locking device. **The school cannot be responsible for stolen and/or damaged bikes.** The following rules should be observed:

1. Always ride on the right-hand side of the street in a single file
2. Ride only one person to a bike  
Always use hand signals when turning  
Obey all traffic signals

### **School Bus Rules and Consequences**

All students must follow the District's school bus safety guidelines. Gross disobedience or misconduct is grounds for suspension from riding the school bus and include the following:

1. Students will respect and obey the bus driver and any other adult supervisor on the bus.
2. Students will sit in any seat assigned to them by the bus driver.
3. Students will respect the rights of others.
4. Students will not fight or otherwise intentionally seek to injure any other person on the bus.
5. Students will not make loud noises.
6. Students will remain seated while the bus is in motion.
7. Students will not put arms, heads, or objects out of bus windows.
8. Students will not bring animals on the bus.
9. Students will not eat food or drink beverages on the bus.
10. Students will not use foul, profane, obscene, or other inappropriate language on the bus.
11. Students will not throw anything on the bus or out of the windows or doors.
12. Students will not open any emergency exit unless requested to do so by the driver or under legitimate emergency circumstances.

Disciplinary consequences for any bus rule violations shall be progressive based upon the number of violations. Generally, the first consequence from the superintendent will be a warning and requirement that the rules be followed; however, severe or highly inappropriate behavior at the first offense shall result in suspension from riding privileges as deemed appropriate by the administration. The usual sequence of disciplinary consequences is given in the "Bus Violation Report" form reproduced at the back of this handbook.

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees.

The content of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, bus driver, sponsor, coach, or other supervisor. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding. The District's regular suspension procedures shall be used to

suspend a student's privilege to ride a school bus.

## **Student Discipline**

### **Prohibited Student Conduct**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence 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, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession
4. Using, possessing, controlling, or transferring fireworks or a weapon in violation of the “weapons” section of this policy
5. Using or possessing a laser pointer unless under a staff member’s supervision and in the context of instruction
6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct
7. Using **bullying**, violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property
9. Unexcused absenteeism: State law and Board policy on truancy control will be used with chronic and habitual truants
10. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society
11. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia
12. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity

### **Hazing Prohibited**

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club (formal or informal), or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from extra-curricular activities
2. Conference with parent(s) / Guardians(s)
3. Referral to appropriate law enforcement agency

Students engaged in hazing that endangers the mental or physical health or safety of another may also be subject to:

1. Suspension for up to 10 days

2. Expulsion for the remainder of the school term

Grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school
3. Traveling to or from school or a school activity, function or event; anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

### **Disciplinary Consequences**

Disciplinary measures include:

1. Disciplinary conference
2. Withholding of privileges
3. Seizure of contraband
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds or at any school activities regardless of location
5. Suspension of bus riding privileges, provided that appropriate procedures are followed
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons
8. Notification of parent(s)/guardian(s)
9. Removal from classroom
10. In-school suspension for a period not to exceed 5 school days. The Superintendent or designee shall ensure that the student is properly supervised.
11. Detention is assigned the following day of an infraction provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student will serve detention with the teacher that assigned it. Each student will serve detention until 4:00 p.m. During detention, students must do written work, study quietly and complete assignments given by the supervising teacher. Parents are informed of their child's need to serve a detention by the disciplinary form, which is sent home with the student. If a child receives four detentions in any 9-week grading quarter, the fourth detention will be an in-school suspension. Discipline starts over each grading period.

**If a student does not serve his/her detention, this will result in a one day suspension with "0" make-up credit.**

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

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

### **Gang Activity**

Students are prohibited from engaging in gang activity. A “gang” is any group of two or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing information, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang,
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang, and
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, upon including, but not limited to:
  - a. Soliciting others for membership in any gangs,
  - b. Requesting any person to pay for protection or otherwise intimidating
  - c. Committing any other illegal act or other violation of school district policies,
  - d. Inciting other students to act with physical violence toward any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

Conference with parent(s)/guardian(s)

1. Removal from extra-curricular and athletic activities
2. Referral to appropriate law enforcement agency
3. Suspension for up to 10 days
4. Expulsion not to exceed two calendar year

### **Weapons**

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, may be expelled for at least one calendar year. The expulsion period may however, be modified by the Superintendent and the Superintendent’s determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed two calendar years. A “weapon” means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) “look alikes” of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

### **Required Notices**

A school staff member shall immediately notify the Superintendent in the event that he or she:

1. Observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision,
2. Observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or
3. Observes a battery committed against any staff member. Upon receiving such a report, the Superintendent or designee shall immediately notify a local law enforcement agency and, if a student is reportedly in possession of a firearm, also the student's parent(s)/guardian(s).

The Superintendent or designee shall notify the Lee County Sheriff's Department of any drug-related incident or battery of a staff member.

### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior or remove the class from the room and person who is behaving unsafely.

The Superintendent is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

### **Suspension Procedures**

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as possible.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

## **Expulsion Procedures**

Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

## **Misconduct By Students With Disabilities**

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student. All students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available upon request of the parent(s)/guardian(s).

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

The District shall comply with the provisions of the Individuals With Disability Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during the period of expulsion. A special education student may be suspended for an aggregate of 10 days of school per school year, regardless of whether the student's gross disobedience/misconduct is a manifestation of his or her disabling condition, except that such student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

Any special education student who has or will exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while

at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

### **Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Acceptable Use**

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. School officials will not intentionally inspect the contents of E-mail without the consent of the sender or an intended recipient, unless as required to investigate complaints regarding E-mail which are alleged to contain material in violation of this policy or the *Authorization for Electronic Network Access*.

### **Authorization for Electronic Network Access**

Each student and his or her parent(s)/guardian(s) must sign the *Authorization for Electronic Network Access* before being granted unsupervised use. The failure of any student to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **Authorization for Publishing Materials**

Steward District #220 owns and maintains a web server for the purpose of displaying information via the Internet. Some of the materials which can be displayed include student works such as pictures of the work, copies of artwork, copies of writing, and group photographs.

Student information, which can be accessed, on the web server will be limited to

1. School name
2. Teacher name
3. Group pictures

In order for any student work to be displayed, the District must have a signed *Parent Permission for Internet Publishing* form to be able to publish this material.

### **Extracurricular Activities & Eligibility Policy**

Clubs and organizations are an integral part of school. Participation in a variety of activities such as Student Council, Speech, Music, Basketball, Cheerleading, Track, and Volleyball offer students rich experiences beyond paper and pencil type of learning. Participation in these organizations is highly encouraged. **Eligibility will be determined beginning on Wednesday following the second week**

## **of each quarter.**

At Steward Elementary School, we believe that successful learning in the classroom must take place before a student is permitted to try out for and participate in any school activity or on an athletic team. We believe that participation in a school activity or on an athletic team is a privilege for those students who have demonstrated appropriate behaviors that respect the rights of others and promote a positive classroom and school environment. Students participating in any school activity or on an athletic team must be the students who help build spirit within the school and also serve as our ambassadors when we compete with other schools.

1. Student must have passing grades (60% or better) in *all* subjects including physical education, music, art and computers.
2. Eligibility is checked weekly and based on the cumulative grade for the current quarter in each subject. When athletes are ineligible, they may not participate in practices or games with the team during the ineligible period. If they attend games, they will sit with their team.
3. When a “D” status is achieved parents will be notified in writing.
4. When an “F” status is achieved the student will be ineligible for the entire week.
5. A student must have an acceptable conduct record.
6. For a detention, student may be ineligible for any extra curricular activity for the day detention is served, pending Superintendent discretion.
7. For a suspension of any sort, student is ineligible for term of suspension.
8. Students must be in attendance for a minimum of three hours to be eligible to participate in any extra curricular event. Prearranged excused absences must be made with the Superintendent.
9. Students are responsible for athletic equipment and uniforms. Replacement of all damaged equipment and uniforms is required.
10. Students must ride the bus to and from the extracurricular event unless a written note from the parents/guardian is submitted. Only students who are members of the team or squad for the event may ride the bus. Spectators may not be transported on the team bus unless there is prior approval from the superintendent.
11. Participants in extracurricular events are to be picked up promptly after practices and events.
12. Assignments, which extend beyond the regular school day and are a component of the graded curriculum, may exempt students from the minimal attendance requirements.

**Participation in extracurricular practices and events is prohibited until fee is paid and health physicals are turned in. (See Extracurricular Fees – Page ).**

## **Fundraising**

Students should not be used to promote fund-raising activities by non-school sponsored groups, except those which are of a school-wide nature in which participation can be a positive experience for students, and when the proceeds contribute to a recognized humanitarian purpose.

Fundraising plans shall be submitted to the Superintendent for approval. The funds shall be used to the maximum extent possible for student instructional and extra-curricular activities.

## **General School Rules**

1. Students will walk quietly and be courteous at all times.
2. Students will obey all building personnel.
3. Students will respect school and personal property.
4. Students will use bathroom facilities properly.

5. Chewing gum is not allowed.
6. No skateboards, skates or other objects deemed dangerous by school officials will be allowed.
7. No clothing advertising alcohol or tobacco products, with inappropriate language, or promoting gangs will be allowed. (More information can be found under SCHOOL DRESS.)
8. No electronic devices should be brought to school unless requested or approved by a teacher. Because of the need to communicate with parents from away games and other situations that make the school phone unusable, with parents consent students may bring cell phones to school; however, the phone must be put away and turned off during the school day. Further, cell phones may only be used to make or receive telephone calls. Other functions of the cell phone such as texting, accessing the web or taking photos are *not* permitted while under the care of the school. The privilege of bringing a cell phone to school will be taken away from any student who does not comply with these requirements.
9. Students will not use profanity or indecent gestures.
10. No toys at school unless requested or approved by the teacher.
11. Candy is NOT permitted in school unless authorized by the Superintendent.

### **Health Records And Physical Exams**

A student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician and received the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health rules including immunizations for DPT/DT, Polio, Measles-Mumps-Rubella (MMR) and chicken pox to enter kindergarten and for Hepatitis B to enter fifth grade.

1. Within one year before entering kindergarten or the first grade
2. Upon entering the sixth grade; and
3. Whenever a student first enrolls in a District school, regardless of the student's grade

All students who wish to participate in sports or cheerleading must have a physical examination. Sports physicals are good for one school year and **must be on file before trying out or participating.**

Dental examinations are now **required** for children entering kindergarten, second grade and sixth grade.

Failure to comply with the above requirements **by September 10<sup>th</sup> of the current school year** will result in the student's exclusion from school until the required health forms are presented to the District. 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 by the first day of the current school year. The schedule and statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

Parent(s)/guardian(s) of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning in accordance with State law.

A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the

objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

## **Library**

### **Policy:**

A student should take no more than two books at a time. If he has overdue books, he should return them before signing out more.

### **Lost, Stolen, Non-returned Items**

The student's parent/guardian is responsible for books or other library materials lost, stolen, or not returned. If a student does not return library materials a replacement cost will be assessed. Any outstanding library fees will be assessed at registration. Unpaid library fees may be referred to a collection agency for follow-up.

## **Lunchroom Rules**

1. Students will sit and eat at assigned tables in the lunchroom.
2. Students will eat their own lunch.
3. Students will use proper manners and be courteous at all times.
4. Students will clean up their area and put waste and utensils in their proper places.
5. Students will remain in the lunchroom until dismissed by the assigned teacher.
6. Students will walk directly to assigned area when dismissed.
7. According to state law, students will not be able to have pop at lunch.

## **Student Social and Emotional Development**

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 to be 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 and
5. Prevent or minimize mental health problems in students.

## **Administering Medicines To Students**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No school district employee shall 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(s)/guardian(s). No student shall 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 policy and its implementing

procedures.

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

Parent(s)/guardian(s) of students who require medication during the school day may bring the medication to school following these guidelines:

1. Ask their child's or guardian's physician, dentist, or podiatrist if a medication, either prescription or non-prescription must be administered during the school day. If so, ask the health care provider to complete a "School Medicine Authorization Form." This form will provide information and dispensing instructions to the school, including side effects, if any. **The school will not dispense any medication unless this form is completed and given to the school.** If a student is on a medication indefinitely, the parent(s)/guardian(s) must file a new "School Medication Authorization Form" every year.
2. Bring the medication to the school office. Prescription medication must be brought to the school in the original package or appropriately labeled Container. The container shall display:
  - a. Student's name
  - b. Prescription number
  - c. Medication name/dosage
  - d. Administration route and/or other direction
  - e. Date and refill
  - f. Licensed prescriber's name
  - g. Pharmacy name, address and telephone number
  - h. Name or initials of pharmacist

Non-prescription medications must be brought to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed.

3. At the end of the treatment regime, remove any unused medication from the school. If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, the office staff will dispose of the medication in the presence of a witness.

### **Self-Administration of Asthma Medication**

Section 5. The School Code is amended by adding Section 22-30 as follows: (105 ILCS 5/22-30 new)

Section 22-30. Self-Administration of asthma medication.

1. In this Section: "Medication" means a medicine, prescribed by (1) a physician licensed to practice medicine, (2) a physician assistant who has been delegated the authority to prescribe asthma medications by his or her supervising physician, or (3) an advanced practice that delegates the authority to prescribe asthma medications for a pupil that pertains to the pupil's asthma and that has an individual prescription label. "Self-administration" means a pupil's discretionary use of his or her prescribed asthma medication.
2. A school, whether public or non-public, must permit the self-administration of medication by a pupil with asthma, provided that:
  - a. the parents or guardians of the pupil provide to the school written authorization for

- the self-administration of medication;
- b. the parents or guardians of the pupil provide to the school a written statement from the pupil's physician, physician assistant or an advanced practice registered nurse containing the following information:
  - i. the name and purpose of the medication;
  - ii. the prescribed dosage;
  - iii. the time or times of which or the special circumstances, under which the medication is to be administered. The information provided shall be kept on file in the office of the school nurse, or in the absence of a school nurse, the school's administrator.
  - iv. The school district or non-public school must inform the parents or guardian of the pupil in writing, that the school district or non-public school and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the pupil and that the parents or guardians must indemnify and hold harmless the school district or non-public school and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the pupil.
  - v. The permission for self-administration of medication is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the requirements of this Section.
  - vi. Provided that the requirements of this Section are fulfilled, a pupil with asthma may possess and use his or her medication (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property.

**Non-Teaching Personnel**

The school secretary, teacher aides, custodian, bus drivers, and cafeteria manager are employed by the Board and have been vested with authority and are to **enforce the Student Code of Discipline**. While on duty they are to be considered part of the faculty.

**School Party Policy**

There are three established school parties during the school year:

**Harvest Festival**

**Christmas**

**Valentine's Day**

Bringing treats for birthdays should be cleared ahead of time with the child's teacher. Invitations for private parties should not be distributed at school unless all members of the class are to be given an invitation. Individual recognition activities such as balloons, flowers, singing messages, etc., are not allowed during the school day. Such activities can be disruptive and are not affordable for all students' parents.

**Outside Playground Recess Rules**

**1. Students will use equipment safely, properly and as intended.**

For this reason the following activities are among those **NOT** allowed:

- a. Running, tag, or similar activities on the play structures
- b. Two persons on a single swing. Swinging sideways. (These two rules do not apply to the tire swing.) Jumping off the swing while it is moving

- c. Throwing balls at each other except to pass and catch the ball
- d. Kicking balls anywhere other than the grassy field at the north side of the playground
- e. Any other use of playground or play equipment that unduly risks injury
- f. Intentionally kicking or throwing objects over the fence surrounding the playground
- g. Riding the whirl (sometimes referred to as the “merry-go-round”) while standing having more than two persons pushing the whirl. Pushing and then jumping on the whirl. Jumping off while the whirl is moving. Continuing to push the whirl when a rider requests to stop
- h. More than two persons on the tire swing at one time
- i. When on the horizontal ladder, not having at least one hand holding on to the equipment

**2. Students will avoid rough or unsafe behaviors**

The following behaviors are among those *NOT* allowed:

- a. Playing rough games (such as wrestling, tackling, “pretend” fighting)
- b. Carrying or riding on the shoulders or backs of other people
- c. Fighting
- d. Throwing snow, snowballs, pea gravel or other objects (rocks, chips, branches, etc.) (This is not allowed on school property *at any time*)
- e. Using hard balls or bats, unless *directly* supervised by a teacher or supervisor. (If this is during recess, then one supervisor is required for general supervision and one for the use of baseballs and bats)

**3. Students will dress appropriately for weather conditions**

The following rules *shall be* observed:

- a. Students will wear boots when mud or snow is evident
- b. Students will not enter the building with snow or mud-packed boots or shoes
- c. Students will wear outer clothing appropriate to temperature conditions

**4. Students will remain in the designated play area during recess unless given permission to do otherwise by a teacher or supervisor.**

**5. Students will treat others with courtesy and respect.**

The following behaviors are *NOT* allowed:

- a. Using inappropriate language (swearing, obscenities, derogatory remarks, etc.)
- b. Taking objects away from others
- c. Seeking to annoy or provoke another

**6. Always obey the recess supervisor.**

**7. Report any injuries to the supervisory immediately**

**Inside Recess Rules**

**1. Students will avoid rough or unsafe behaviors.**

The following behaviors are *NOT* allowed:

- a. Playing rough games (such as wrestling, tackling).
- b. Carrying or riding on the shoulders or backs of other people.
- c. Fighting.
- d. Tag or other chasing games (due to the limited space and number of people present) *except* when and in the specific manner allowed by the recess supervisor

**2. Use basketballs (and other balls) safely**

The following uses are *NOT* allowed:

- a. Throwing balls further than ½ the length of the gym

- b. Shooting baskets further than half court
  - c. Throwing balls hard against the walls of backboard to ricochet them off of the surface
  - d. Kicking any ball
  - e. Shooting baskets at the east (cafeteria) end of the gym while other students are lining up to leave the gym.
  - f. Throwing balls into the containers on the stage after recess.
2. **No play is allowed on the stage or bleachers. (Students may read or do assignments at the table on the stage or on the top bleachers.)**
  3. **Students will remain in the gymnasium during recess unless given permission to do otherwise by a teacher or supervisor.**
  4. **Students will treat others with courtesy and respect.**

The following behaviors are *NOT* allowed:

- a. Inappropriate language
  - b. Taking objects away from others
  - c. Seeking to annoy or provoke another
  - d. Screaming or excessively loud noises
5. **Always obey the recess supervisor.**
  6. **Report any injuries to the supervisory immediately**

### **Consequences of Rule Violations**

Violation of recess rules will result in loss of participation in recess for a part or all of recess or recesses depending on the severity and frequency of violations. In addition, severe or chronic offences will lead to additional disciplinary consequences appropriate for the nature of the specific misconduct.

### **Guidelines for Promotion and Retention of Students**

"All assignments, District-owned materials, and detentions must be turned in and/or served for a student to be promoted to the next grade and to receive an 8th grade diploma." (Board of Education - May 1991)

The Steward Elementary School faculty for the purpose of determining which students should be promoted and which students should be retained has established the following guidelines:

1. Students failing three or more of the following subjects: language arts, math, science, social studies, spelling, and a composite of all other subjects, will be retained. The average of the four quarter grades will determine the grade to be used.
2. Students failing in two of the subjects listed above will be considered for retention based on a review of the grade in all of the subjects taken during the year.
3. By state law, all eighth grade students must have passed tests on both the Illinois and the United States Constitution.

### **Search and Seizure**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

### **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**

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 District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
  2. In the presence of a school administrator or adult witness, and
  3. By a certificated employee or liaison police officer of the same sex as the student.
- Immediately following a search, a written report shall be made by the school authority that conducted the search, and given to the Superintendent.

### **Seizure of Property**

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

### **Sex Equity**

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

### **Harassment**

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice on one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provision on sexual harassment, which follows below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

Sexual harassment of students is prohibited. Any person, including a District employee or agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment

- b. Creating an intimidating, hostile, or offensive educational environment;
- c. Depriving a student of educational aid, benefits, services, or treatment; or
- d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

### Grievance Procedures for Complaints Dealing with All Forms of Discrimination and Harassment

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Superintendent, or a Complaint Manager. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Superintendent for appropriate action.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

### Use of School Telephone

School telephones are for school business. Student use of the telephone is only for urgent and emergency situations. Students should plan ahead and arrange with parents at home when they want to remain after school for meetings, stay overnight with friends, etc. Students need permission from a teacher or other school staff member in order to use the phone.

### Transportation

The District shall provide free transportation for all students in the District:

1. Residing at a distance of one and one-half miles or more from their assigned school,
2. Residing within one and one-half miles from their assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available.

A student’s parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation are available for special education students.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee’s approval and direction. In fixing the routes, the pickup

and discharge points should be as safe and convenient for students as possible. **Any deviation from normal routes requires parent(s)/guardian(s) written approval.**

No school employee may transport students in school or private vehicles unless authorized by the Superintendent. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.

## **Services**

### **Market Day**

The Steward School Booster Club sponsors Market Day, a fundraising food co-op once each month.

### **School Pictures**

A professional photographer takes individual pictures of all students in September. The students receive their package of pictures before Christmas. Purchase of pictures is optional.

### **Special Education Services**

The Steward School District 220 is a member of the Ogle County Special Education Association. Special Education for the handicapped is provided through local, area, or regional programs and the need for services shall be determined by the presence of one or more of the following handicapping conditions, which adversely affects a child's ability to be successful in school:

Vision	Hearing	Physical	Speech	Language
Learning Disability	Educational	Behavioral	Mental	Homebound.

The Steward School District 220, through the Ogle County Special Education Association, provides the following programs and/or services for students between the ages of 3 and 21:

Psychological Testing	Learning Disabled
School Social Work	Visually Impaired
Specialized Instruction	Hearing Impaired
Speech Therapy	Physically Impaired
Home and Hospital Instruction	Behaviorally Disabled
Multiple Disabilities	Mentally Handicapped

The above programs and services are available through referral to the school. A comprehensive case study is necessary prior to a student entering a Special Education instructional program. If you have any questions, or would like a copy of the Rules and Regulations set forth by the Illinois State Board of Education, please contact the Director of the Ogle County Special Education Association at 815-234-2722, or the Superintendent here at the School.

### **Vision and Hearing Testing**

Each school year the Lee County Health Department tests the vision and hearing of all Steward students. There is no charge for this service. If deficiencies are found, the parents are notified immediately.

### **School Rental**

The Steward School Board of Education believes that the building and its facilities should be used primarily for educational purposes and for those activities, which support education. The facility will be made available to all community groups desiring to hold an activity at times that do not conflict with the scheduled activities of the school.

Any group contemplating having an activity or meeting in the building or on school grounds should contact the school as early as possible and complete a USE OF FACILITIES/RENTAL AGREEMENT form. The Board of Education shall approve all requests for facility use. If there is not a Board meeting before the desired date, the Superintendent may approve or disapprove the use at their discretion.

### **In-school Suspension**

In-school suspension is assigned to those students that require more of a consequence than a detention and less than an out of school suspension. Students will be placed within the head-teacher classroom with homework to complete from their assigned classroom.

### **Out of School Suspension**

Suspension from school is a serious consequence and is used to protect the educational opportunities of the other students. No one period of suspension may be longer than ten school days.

### **Due Process**

Students will receive an informal hearing by the Superintendent before a decision to suspend. This hearing process may be postponed if a student's presence poses a danger to people or property or an ongoing threat of disruption to the educational process.

### **Due Process Procedures For Suspension**

#### **1. Emergency Removal of Student**

The Superintendent may remove a student without an informal hearing if the student's continued presence is an immediate danger or an ongoing threat of disruption. In such cases, the notice and hearing shall follow as soon as practicable.

#### **2. Informal Hearing Procedures**

The Superintendent must attempt to inform the student personally of the charge(s). The student is given an explanation of the evidence. The Superintendent has authority to decide if the explanation will identify witnesses. The student is given a reasonable opportunity to state his/her position.

#### **3. Administration Decision Of Facts**

The Superintendent determines if the evidence and disciplinary action is in accordance with District policies.

### **Expulsion**

Expulsion is the most severe punishment a school system may use. The Board may expel a student up to two school years. A student who is determined to have brought to school a weapon, as defined by Section 921 of Title 18, United States Code (generally defined as firearms), shall be expelled for a period of not less than one calendar year. Expelled students may not enroll in or attend any educational program operated by District # 220.

### **Due Process Procedures For Expulsion**

1. Due process for expulsion follows the same procedures as for suspension. The Superintendent will make a recommendation for expulsion to the Board of Education and issue a mandatory ten-day suspension.
2. A student facing expulsion may not attend school during the period of time the Board is considering expulsion.
3. A hearing will automatically be scheduled for any student being recommended for expulsion

### **Hearing Process For Expulsion**

The hearing process for an expulsion recommendation shall be scheduled in accordance with the suspension hearing process.

### **Condition Of Expulsion**

1. A student may not receive course credit for the semester in which the expulsion occurs.
2. In the event of an expulsion, the school will notify the parents and the student of available private education options.
3. Expelled students may be readmitted to Steward Elementary School after the period of expulsion.

### **Students With Disabilities**

A student with a handicapping condition may be expelled for engaging in conduct that would warrant such action for a non-handicapped student if the misconduct is not related to the handicapping condition.

### **Appeal Process For Suspensions / Expulsions**

If a parent/guardian feels that a review of the suspension or expulsion is necessary, he/she has the right to request a hearing. To request such a hearing, contact the building superintendent in writing within 24 hours of being notified of the suspension. Your hearing will be scheduled at the earliest possible opportunity.

The Board shall conduct a hearing or a hearing officer appointed by the Board to review the suspension. At the hearing, the parents or a guardian of the student may appear and discuss the suspension with the Board or its hearing officer. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

## Agreement to Participate

*To be completed by the student-participant and submitted to the Superintendent*

Student:	
Sport or Activity:	

**In consideration of the Steward Elementary District permitting me to participate in the above sport or activity, I agree as follows:**

1. I will abide by all conduct rules (see attached) and will behave in a sportsmanlike manner.
2. I will follow the coach/sponsor's instructions, playing techniques, training schedule and safety rules for the above sport or activity.
3. I acknowledge that I am aware that participation in the above sport or activity may involve **many risks of injury**. A serious injury may result in physical impairment or even death. I hereby assume all the risks associated with participation and agree to hold the Steward Elementary District, its employees, agents, coaches, School Board members, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in the above activity or sport. The terms hereof shall serve as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

Student Signature:	
Date:	

I, \_\_\_\_\_ am the parent(s)/guardian(s) of the above named student. I have read the above Agreement to Participate and understand its terms. I understand that all sports can involve many RISKS OF INJURY. In consideration of the School District permitting my child/ward to participate in the above sport or activity, I agree to hold the Steward Elementary District, its employees, agents, coaches, School Board members and volunteers harmless from any and all liability, actions, causes of action, debts, claims or demands of any kind and nature whatsoever which may arise by or in connection with the participation of my child/ward in the above sport or activity. I assume all responsibility and certify that my child is in good physical health and is capable of participation in the above-mentioned sport/activity.

<b>Signature of Parent(s)/Guardian(s):</b>	
<b>Date:</b>	

## Certificate of Physical Fitness for Participation in Athletics

<b>Student:</b>	
Sport or Activity:	

**I am the parent(s)/guardian(s) of the above student. I certify that my child/ward is in good physical health and is capable of participation in the above-mentioned sport or activity. No need exists to limit his/her participation. I assume full responsibility for his/her physical condition and participation. I will notify you of any changes in his/her physical condition.**

Parent(s)/Guardian(s) Name:			
Home Address:			
Telephone Number:		Business Phone:	
Child/Ward's Date of Birth:			
Physician's Name:		Telephone Number	

### Medical History:

	Yes	No		Yes	No
Heart Condition	<input type="checkbox"/>	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>	<input type="checkbox"/>
Allergies	<input type="checkbox"/>	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	Other		

1. Injuries and/or operations during the past year? (include dates)  
\_\_\_\_\_
2. Has your child/ward's physical activity been restricted during the past year? (Reason and Duration)  
\_\_\_\_\_
3. Is your child/ward taking any medication?     Yes     No

If yes, why?

Name of medication:

Signature of Parent(s)/Guardian(s);	
Date:	

**This form is in addition to the sport's physical from your physician.**

**Medical Authorization Form**

<b>Student:</b>			
<b>Sport/Activity:</b>			
<b>Home Address:</b>			
<b>Home Phone:</b>		<b>Birth Date:</b>	

To whom it may concern: **In the event reasonable attempts to contact me at the locations listed below have been unsuccessful, I, as parent or legal guardian of the above student, do hereby authorize (1) the treatment by a qualified and licensed medical doctor of my child/ward in the event of a medical emergency which, in the opinion of the attending physician, may endanger his/her life, cause disfigurement, physical impairment or undue discomfort if delayed; and (2) the transfer of my child/ward to any hospital reasonably accessible.**

**This release form is completed and signed of my own free will with the purpose of authorizing medical treatment under emergency circumstances in my absence.**

<b>Name and relation to student (please print):</b>			
<b>Address:</b>			
<b>Home Phone:</b>		<b>Business Phone:</b>	
<b>Emergency contact:</b>			
<b>Home Phone:</b>		<b>Business Phone:</b>	
<b>Physician's name:</b>		<b>Physician's Phone:</b>	

*Please list specific medical allergies, medicines, or other conditions on other side of this form.*

<b>Signed :</b>	
<b>Date:</b>	

## SCHOOL MEDICATION AUTHORIZATION FORM

To be filed at school

Student's Name:		Birth Date:	
Address:			
Home Phone:		Emergency Phone:	
School:		Grade:	Teacher:

*To be completed by the student's physician*

Name of Medication:			
Dosage:	Frequency:	Time to be given in school:	
Date of Prescription:	Date of Order:	Discontinuation Date:	
Diagnosis requiring medication:			
Intended effect of this medication:			
Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medication condition?			
Expected side effects, if any:			
Time interval for re-evaluation:			
Other medications student is receiving:			
Physician's Signature:			
Physician's Name (Please Print)			
Address:			
Office Phone:			
Emergency Phone:			
Date:			

Please use reverse side for further remarks and signature.

I confirm that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of an medical emergency, I hereby authorize Steward Elementary School and its employees and agents, in my behalf and stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the school district), lawfully prescribed medication in the manner described above. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than the school nurse, and specifically consent to such practices.** I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive my claims I might have against the School District, its employees and agents arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify the School District, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

Parent(s)/Guardian(s) signature:	
Parent(s)/Guardian(s) name (please print):	
Date:	

## BUS VIOLATION REPORT

Student(s) Reported \_\_\_\_\_ Grade: \_\_\_\_\_

Date of Violation \_\_\_\_\_ Route: \_\_\_\_\_ a.m./p.m. Driver \_\_\_\_\_

### BUS RULES AND CONSEQUENCES

**A Bus driver's job is one of great responsibility.**

**The safety and very lives of all passengers depend on good bus discipline.**

**Circle problem area(s).**

1. Students will respect and obey the bus driver and any other adult supervisor on the bus.
2. Students will sit in any seat assigned to them by the bus driver.
3. Students will respect the rights of others.
4. Students will not fight or otherwise intentionally seek to injure any other person on the bus.
5. Students will not make loud noises.
6. Students will remain seated while the bus is in motion.
7. Students will not put arms, heads, or objects out of bus windows.
8. Students will not bring animals on the bus.
9. Students will not eat food or drink beverages on the bus.
10. Students will not use foul, profane, obscene, or other inappropriate language on the bus.
11. Students will not throw anything on the bus or out of the windows or doors.
12. Students will not open any emergency exit unless requested to do so by the driver or under legitimate emergency circumstances.
13. Students must ride to their regular bus stops unless a written or verbal message is received from the parents approving leaving the child at another stop.
14. Other violation: \_\_\_\_\_

Consequences: Disciplinary consequences for a particular act may begin at any step at the sole discretion of the district.

1. **FIRST OFFENSE:** Student(s) will meet with the Superintendent. The Superintendent will record the problem and inform the student's parent(s)/guardian(s) by phone or letter.
2. **SECOND OFFENSE:** Superintendent will contact parent/guardian by phone or letter and students may be refused bus transportation for 3 days. Bus suspension will begin on \_\_\_\_\_ and continue through \_\_\_\_\_. The student may begin riding the bus on \_\_\_\_\_.
3. **THIRD OFFENSE:** The student will be suspended from riding the bus for a period of 5 days. Bus suspension will begin on \_\_\_\_\_ and continue through \_\_\_\_\_. The student may begin riding the bus on \_\_\_\_\_.
4. **FOURTH OFFENSE:** The student is suspended from riding the bus for 10 days beginning \_\_\_\_\_ and continue through \_\_\_\_\_.

During this suspension period, you may request a formal hearing with a committee consisting of the Superintendent, the bus driver and the child and his/her parent(s)/guardian(s) and any other legal counsel the parent(s)/guardian(s) may choose to have represent their child. As a result of this hearing, the student's bus riding privileges may be suspended for up to 90

school days. If you do not request the hearing by contacting the Superintendent of Steward Elementary School at 602 Main Street, Steward, IL~815-396-2413, the student's bus riding privileges are automatically suspended for up to 90 school days.

If the student does not serve his/her detention, this will result in a one-day suspension with 0 make-up credit.

Steward Elementary School  
General Field Trip  
Permission Form

Note: This form is to be used to permit your child(ren) to attend field trips within thirty-five miles of the school without requesting written permission from you for each trip.

I hereby give the following children to go on field trips during the school day within thirty-five miles of the school:

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Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please return this form to the school office.*

I, the undersigned parent or guardian, acknowledge that I have received a copy of the 2008-2009 Steward Elementary School 220 Student-Parent Handbook, and understand it is my responsibility to be knowledgeable of its contents.

Please return this form to the school no later than **September 20, 2008**.

Date \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
**Student's Name**

**K 1 2 3 4 5 6 7 8**  
Year in School

\_\_\_\_\_  
**Student's Name**

**K 1 2 3 4 5 6 7 8**  
Year in School

\_\_\_\_\_  
**Student's Name**

**K 1 2 3 4 5 6 7 8**  
Year in School

\_\_\_\_\_  
**Student's Name**

**K 1 2 3 4 5 6 7 8**  
Year in School

\_\_\_\_\_  
**Student's Name**

**K 1 2 3 4 5 6 7 8**  
Year in School

\_\_\_\_\_  
**Student's Name**

**K 1 2 3 4 5 6 7 8**  
Year in School

\_\_\_\_\_  
**Student's Name**

**K 1 2 3 4 5 6 7 8**  
Year in School

The 2008-2009 Student-Parent Handbook was reviewed, revised and edited by the following committee:

Karen Ellis, Parent

Rebecca Hayes, Teacher  
Mary Huels, School Board President  
Kristina Johnson, School Board Member  
Martha Reed, Teacher  
Angelina S. Bua, Superintendent