Parent – Student Handbook

2026-2027

Steward Elementary School District #220

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Custodian – Mr. Shawn Bullock
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Bus Drivers – Mrs. Martha Reed (AM/PM)

ADMINISTRATION

Superintendent –
Dr. James Hammack
Principal/ Superintendent in training –
Ms. Michelle Esposito

SPECIAL SERVICES

Social Worker – Mrs. Brittany Drozd
School Psychologist – Mr. Chris Roberts
Occupational Therapist - Mrs. Heather Dewey

STEWARD #220 WEBSITE

Steward Elementary School District continues to evolve our website to share and communicate items of interest pertaining to the school. You can locate our website at – **www.stewardschool220.org**

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.

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Section 1 – General Information

Parent and Student Handbook Acknowledgment

We are pleased to provide you with the Steward Elementary School District #220 Parent/Student Handbook for all grades at our school. We sincerely hope you will find this information valuable. The Board of Education, administration, and staff of our school district are dedicated to providing every student with the best possible instructional program. The more parents and students are aware of their school's goals, aspirations, and operations, the greater the possibility of cooperation and positive support for one another. It is with a sincere desire to sustain this cooperation and support that this handbook is prepared.

In the following pages, you will find some of our district's regulations, an explanation of the various services we provide, and our expectations for your child's education. This handbook serves as a summary of board policies governing the district and may be amended during the year without notice.

We look forward to serving you and your child(ren) throughout the coming year. If we can be of assistance, please do not hesitate to contact us. **Once you have reviewed the contents of this handbook with your child(ren), please complete and return the Parent/Student Signature Sheet (or sign the online registration agreement).**

Mission and Vision Statements

The following mission statement and vision statement were adopted by the Steward Board of Education at its regular meeting on May 24th, 2023 after seeking community input.

Mission Statement

Steward Elementary School District #220 will strive to build and foster mutually supportive relationships amongst students, parents, community, and staff in order to create a safe, trusting environment that promotes life-long learning.

Vision Statement

To cultivate and nurture an encouraging and safe educational community where all children have multiple opportunities and pathways to learn and grow. All members will seek to understand children's individual strengths and weaknesses in order to foster academic and social potential while promoting independence, curiosity, and learning.

Office Hours

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

ANYONE ENTERING THE SCHOOL MUST BE BUZZED IN AND CHECKED IN AT THE OFFICE.

FOR THE SAFETY OF ALL, DOORS WILL REMAIN LOCKED. ENTRY WILL ONLY BE ALLOWED AT THE MAIN ENTRANCE (NORTHEAST DOOR #1).

School Hours

Students shall begin entering the building at 8:15 a.m. at door #2. Students should *not* be on school grounds prior to 8:10 a.m. and should wait outside until admitted by a staff member. The students' day promptly begins at 8:25 a.m. The school day ends at 3:05 p.m.

Grades 5-8 have lunch from 11:30 a.m. to 11:55 a.m.

Grades K-4 have lunch from 11:55 a.m. to 12:20 p.m.

Preschool hours are from 12:30 p.m. to 3:05 p.m., with no school lunch.

Preschool

Students must be 4 years old by 9/1/2026. Students are expected to be at school on Monday, Wednesday, and Friday from 12:30 p.m. to 3:05 pm, unless noted in the district calendar. Pre-K students will be allowed to enter the building at 12:25. Students will need transportation to the school but can ride the bus home (if they qualify).

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 (Main Street) between 8:10 a.m. and 8:25 a.m., and 3:05 p.m. and 3:15 p.m.

School Closings

The school calendar includes provisions for emergency school closings. If the closing of school or early dismissal is necessary, an official announcement will be made on https://www.rockfordnewsfirst.com and WTVO at www.mystateline.com. Alerts via text and/or email will be sent out to parents/guardians.

Fees

Student fees will be set by the Board of Education annually. The fee structure for all grade levels in the Steward Elementary School District will be made available during registration. Unpaid fees will be added to next year's statement, and the district will seek payment through the court system for all overdue accounts. Eighth grade students will not participate in the graduation ceremony until all debts are paid in full.

Waiver of School Fees *(This does not include any pre-school students)*

Some families may be eligible for a waiver of student fees if they receive public aid, if their gross income is below the level set by federal guidelines for free or reduced-price lunches, or if they can otherwise demonstrate that they cannot afford to pay these fees. Applications requesting waiver of fees should be submitted to the superintendent. Forms for submitting such requests are available at the building office. The use of false information to obtain such a waiver is a felony under Illinois law. Any inquiries about this matter should be directed to the superintendent.

Use of Facilities

Building use guidelines and costs can be obtained by visiting the school office to access the forms. If the building needs to be used during the weekend, there must be administrative approval prior to use.

Accommodating Individuals with Disabilities

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.

Students with Food Allergies

Our goal is to provide a safe educational environment and remain aware of the special needs of students with food-related allergies. We believe that the risk of accidental food exposure in the school setting can be reduced if administrators, school nurses, and parents work together. With that in mind, the following recommendations are provided for parents:

1. notify the school of the child's allergy;
2. provide written medical documentation, instructions, and medications as directed by a physician;
3. provide properly labeled medications with a physician's prescription and replace them promptly as needed;
4. maintain current emergency contact information in the school office;
5. continue educating the child in allergy awareness and self-management.

Care of Students with Diabetes

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

1. inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child;
2. inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers;
3. sign the Diabetes Care Plan;
4. grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

Visitors

To help ensure a safe and secure learning environment for your children, all nonparent visitors to Steward Elementary are required to sign in at the school's main office and show an I.D. Faculty and staff have been instructed to direct any nonparent visitor who does not have a pass immediately to the office for identification.

School Volunteers

Parents are encouraged to participate in school-related activities. In addition, parents are encouraged to contribute their time and talents to organizing extracurricular activities and community outreach projects. However, members of Steward staff will have the opportunity to coach prior to outside volunteers. If there are no staff members interested in coaching an extracurricular activity, it will be open to outside volunteers.

All school volunteers must complete a School Volunteer Application, which includes a background check. If an activity occurs that is in contrast with school policies, the principal may discontinue your services.

Discrimination Policy

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

Sexual Harassment

It is illegal and against Board of Education policy for any employee, male or female, to sexually harass a student, or for any student to sexually harass an employee or another student by:

1. making unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature as a condition of a student's academic status;
2. making submission to or rejections of such unwelcome conduct the basis for employment or academic decisions affecting an employee or student; or
3. creating an intimidating, hostile, or offensive working / educational environment by such conduct.

An employee engaging in sexual harassment will be subject to discipline, up to and including termination. A student engaging in sexual harassment will be subject to discipline, up to and including expulsion.

The superintendent is authorized to enforce the rules and regulations that implement this policy.

Reporting a Complaint of Sexual Harassment

If a student believes that he or she has been sexually harassed, the student (or parent of the student) should report the alleged act immediately to the Superintendent or another faulty member of the same sex who will report the incident appropriately.

Student Welfare – Safety

The safety of students shall be ensured through close supervision of students in the building and on school grounds through special attention to the following:

1. maintaining a safe school environment (safety experts shall be called in periodically to inspect the physical condition of all buildings and grounds);
2. observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities which offer special hazards;
3. offering safety education to students as it pertains to subjects, such as science, health and physical education;
4. providing, through the services of the school staff, first aid care for students in the case of an accident or sudden illness.

Parents are expected to provide the office with the names of individuals authorized to pick up their child(ren). If bus students wish to go to another student's house after school, both parties must bring parental permission notes to the office, stating all parents are aware of the situation.

The District's responsibility for supervising students does not extend to times or places when they are traveling to or from school, except for District-authorized and provided transportation.

Fire, Disaster, and Crisis Drills

All faculty are supplied with a detailed chart and instructions showing precisely "where, how, and what to do" in the case of a disaster or crisis. The class will go to its designated area when the proper alarm/alert is sounded. The district complies with state regulations in conducting these drills throughout the year.

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled each year in the District during our August "Meet the Teacher" event. The dates also appear on the school calendar. If a parent can not attend our scheduled parent teacher conferences at times, they may do a phone conference ONLY. However, in many cases parents may need to discuss various matters with the teachers at other times throughout the year. Parents may schedule conferences which do not interfere with the teacher's class schedule. Teacher e-mails are available on our school website. Preschool conferences will take place in April.

Change of Student Information

If at any time a student has a change of address or telephone number, a change in parents' place of employment, or any other personal information, it is the parents' responsibility to notify the office of the change as soon as possible.

Sex Offender Database

Schools are required to provide parents with information on how to access data on sex offenders. Please be aware that you can access this information at http://www.isp.state.il.us/sor.

Field Trips

Like most schools, 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, a museum or historical site, or a nearby park or recreational site as a reward for students' reading or other achievements.

Section 2 – Attendance, Promotion and Graduation

Student Attendance

Regular and punctual attendance is a key to a student's success at Steward Elementary. If your child will be absent from school, please call the school office at 815-396-2413 or text **815-305-9178.** Cooperation in this manner enables the school to report truancies to parents EARLY during the day they occur rather than a day or two later.

To be readmitted to school after an absence, a student must present a WRITTEN excuse signed by a parent/guardian that fully explains the reason(s) for the absence, UNLESS the office has received prior notification. Students will have the amount of days out due to illness to complete their missing work. They may have to stay in for recess to make up quizzes, tests, and additional assignmetns.

The administration may require a physician's statement for any student illness after three (3) or more accumulated days of absence for the current school year. Failure to provide a statement from a physician for each period of absence after that time may result in the following action being taken:

1. assigning an unexcused absence for a student failing to follow school attendance policy;

2. notification to the District Superintendent and the Regional Superintendent that the student is truant and in violation of the school attendance policy.

An unexcused absence is assigned when a student fails to follow the school attendance policy. The student must make up all assignments missed due to the unexcused absence.

Planned Absence

Special appointments that cannot be scheduled outside school hours may be permitted during the school day if the parent/guardian arranges with the school. It is recommended that you give the school 24-hour advance notice.

Planned absences will count toward a student's total number of absences. An example of a planned absence would be a doctor's appointment. To receive full credit, all work must be handed in upon the student's return to school.

Unadvised Absence

Students must use unadvised absence forms for family vacations and non-school trips/functions. To request these absences, students must be passing all subjects and not be at risk of truancy. These absences must be submitted in writing to the administration in advance of the proposed absence.

Unadvised absences will count as part of the students' total number of absences. To receive full credit, all work must be handed in upon the student's return to school.

Excessive Absence Policy

The school's plan to address excessive absences includes communicating with parents about the reasons for the student's absences and, if necessary, notifying the local truant officer after the tenth day of absences.

After three days of unexcused absence, an official notification will be sent home explaining that three days of absence have been recorded.

After five days of unexcused absence, an official notification will be sent home explaining that five days of absence have been recorded.

After 10 or more days of absence, an official notification will be sent home to explain that 10 days of absence have been recorded, and the principal will contact the truancy officer regarding the excessive absences. A doctor's note is required for each absence reported for more than 10 days.

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 a phone call advising the time and reason for the absence. Parents are asked to schedule appointments to minimize time away from school.

Tardiness

Announcements at Steward Elementary begin promptly at 8:25 a.m. All students are expected to be in their classrooms by 8:25 a.m. It is critical that all students be prepared to begin on time. A student who is late misses valuable instructional time. Preschool students must arrive by 12:30 p.m.

Any student who arrives at school after 8:25 a.m. must report to the office before proceeding to the classroom. The student will be considered tardy, and the incident will be recorded. If a student is tardy FIVE times, the problem will be regarded as chronic. Parents/Guardians will be contacted by the teacher and/or principal to discuss the reasons for the excessive tardiness. All tardies will be factored into the total time missed from the school for the year.

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.

<u>The "best" homework assignments usually involve one or more of the following activities</u>:

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 not meant to cause undue stress on teachers and families. (When students or parents reach complete frustration with 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 to assign homework every day, it is reasonable to expect a regular amount of homework. Parents who repeatedly find their children working on homework more than the following guidelines should notify the school:

Grade Levels Suggested amount of homework (average total) Early elementary
(K-2)……..Not more than 20-30 minutes daily

Middle Grades (3-4)…….……...……Not more than 40-50 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 students' understanding of material covered in class. 3. Provide reasonable accommodation 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.
7. Provide recess times to make up missing quizzes, tests, or additional assignments.

Parents' 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 student 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.

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 quarterly grades will determine the grade 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 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.

Section 3 – Student Fees and Meal Costs

Fees

Book Fee – Grades K-8 $55.00
Chromebook Fee –Grade K-8 $15.00
P.E. T-shirt – Grades 6-8 $9.00

Preschool fee monthly $236 **or**
Preschool fee bi-weekly $118
Total Preschool Tuition $2,125

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 reduced lunches from the office. All information will remain strictly confidential.

The price per meal is:
K-3: $3.00
4-8: $3.25
Adults: $3.75

If parents would like to join their child(ren) for a school lunch, they are asked to notify the office by 10:00 a.m. Milk is included with the school lunch and is also available for purchase during lunchtime for $0.40 per carton.

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Morning Milk

Morning milk is sometimes offered to students. The cost is $0.40 per carton. Students who are eligible for free lunch through the free/reduced lunch program will be allowed 1 morning milk daily at no cost.

Section 4 – Transportation and Parking

The District shall provide free transportation for all students in the District: (except preschoolers for arrival)

1. residing at 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 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. When fixing the routes, the pickup and discharge points should be as safe and convenient as possible for students. **Any deviation from normal routes requires written approval from parent(s)/guardian(s).**

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

Student Bus Rules and Consequences

Student safety is the primary concern of our school district. Misbehavior on school buses poses a threat to the safety of everyone on the roadway. Laws and regulations have been established to ensure the safety of students and drivers on district owned/operated, contracted, or authorized vehicles.

When an incident of misbehavior occurs with a particular student, the parent(s)/guardian(s) will be notified. The incident will be discussed, and the bus consequences will be reviewed. Parent(s)/guardian(s) are then expected to take an active role in communicating proper behavior while riding the school bus. Along the same lines, it is important that both students and parent(s)/guardian(s) report acts of misconduct by other students, and that all misconduct be reported immediately. Failure to do so will only add to an already existing problem.

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Bus Behavior Guidelines

Proper Bus Riding Behavior

1. Students must always respond to directions given by the bus driver. The bus driver is the adult in charge of enforcing all policies and procedures for good behavior throughout the bus ride. Students must always respond to directions the first time they are asked.
2. Students are required to remain in their seats for the duration of the bus ride. Students may be assigned seats at the discretion of the school administration and the bus driver. Students should keep their feet and hands out of the aisle.
3. Students must maintain a "hands off" policy with other students. Students are to refrain from horseplay and rough play that can cause conflict and may lead to physical confrontation. 4. Students must follow the directions of the bus driver or school personnel the first time the directions are given.

Physically Dangerous Behavior

1. Students should not touch other students for any reason, and acts of violence against another student will result in the activation of the steps of consequence. Serious acts of violence against another student may result in the student being removed from the bus for the remainder of the school year.
2. Physical intimidation against another student will result in the immediate activation of the steps of consequence.
3. Students should never put anything out of the windows.

Derogatory Comments Toward Others

1. Derogatory comments toward others in any way are not allowed.
2. Imitating other students in a negative way is not allowed.
3. Asking students to join in any of the above activities is not allowed.

Illegal Acts

1. Acts of theft, vandalism, or use of illegal substances may result in the immediate removal of a student from riding the bus for the remainder of the school year.
2. Any behavior that disrupts other drivers will result in the immediate activation of the steps of consequence.

Steps of Consequence

First Bus Referral—Students who commit misconduct will be issued a warning. Parent(s)/Guardian(s) will be notified, and the bus referral will be discussed.

Second Bus Referral—Students who commit a second act of misconduct will receive a loss of privileges, have expectations retaught, be assigned a seat, and have their parent(s)/guardian(s) notified.

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Third Bus Referral—Students who commit a third offense will receive a 1-day bus suspension. Expectations will be retaught, and a parent conference will be held with the administration.

Fourth Bus Referral—Students who commit a fourth offense will receive a 2-day bus suspension. Expectations will be retaught, and a parent conference will be held with the administration.

Fifth Bus Referral—Students who commit a fifth offense will receive a 3-day bus suspension. Expectations will be retaught, and a parent conference will be held with the administration.

Repeated/Severe:

Sixth Referral	5-day suspension through 45-day suspension
Seventh Referral	10-day suspension through 45-day suspension
Eighth Referral	45-day bus suspension through dismissal of riding privileges for the remainder of the year.

Please remind your child(ren) that riding the bus is a privilege. To continue to take advantage of this service, the rules and behavior guidelines must be followed. In addition, violations of bus rules may result in disciplinary action as outlined in our Student Code of Conduct.

Bicycles

Two bike racks are available for student use. Bicycles are to be parked in the bike rack and are not to be used until the end of the school day.

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;
3. always use hand signals when turning;
4. obey all traffic signals.

Parking/Traffic Route

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.

Additional parking is available along John Street (south of the school). Please review the parking map at the end of the Handbook.

Section 5 – Health and Safety

Student Illness

Although the school encourages good attendance, students with a significant or contagious illness should not attend until their condition improves. 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 (without medication) 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 where both parents work, but it is clearly best to protect children and shorten their illnesses by keeping them at home resting 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 through direct contact with an infested person's head or hair, or by sharing personal items such as caps, hairbrushes, combs, or bedding. Head lice crawl; they do not jump or fly. Scalp itching 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 contract head lice, you will be notified, and the following checklist must be returned to the school for the child's re-admittance:**

1. date of first treatment with a special shampoo designed to kill lice:
2. brand of shampoo used (please follow directions on label of shampoo);
3. list all family members who used shampoo. It is recommended that all family members use shampoo as a preventative measure.

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

- ☐ Complete removal of every egg (nit) from each child's hair. A vinegar rinse after you follow the shampoo directions helps facilitate egg removal. A fine-tooth comb is available from the pharmacy for egg removal.
- ☐ 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 it in a pan of water at 140 degrees for ten minutes may do this.
- ☐ Place articles that cannot be washed in plastic bags and sealed for 30 days.
- ☐ As a parent, I have checked and will continue to check my child(ren) periodically for possible lice reinfestation. (This should be done daily for at least one month. The school nurse will also be rechecking your child(ren).)

Pink Eye (Conjunctivitis)

Eye doctors warn that if pink eye medication does not show marked improvement after three days, report it to your doctor. Because pink eye is contagious, a student cannot return to school until the prescribed medication has been used in the eye and the doctor has given permission.

Symptoms to watch for:

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

Treatment to follow:

1. Contact the doctor for a prescription for eye drops.
2. If drops need to be put in at school, ensure you obtain 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.

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 immunizations against and screenings for preventable communicable diseases, as required by the Department of Public Health.

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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 October 15th 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.

Student Social and Emotional Development

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

1. enhance students' school readiness, academic success, and use of good citizenship skills;
2. foster a safe, supportive learning environment where students feel respected and valued;
3. teach social and emotional skills to all students;
4. partner with families and the community to promote students' social and emotional development; and
5. prevent or minimize mental health problems in students.

Administering Medicine to Students

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

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No school district employee shall administer any prescription or non-prescription medication to any student or supervise a student's self-administration of any such medication until a completed and signed "Medication Permit" 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, except as provided 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 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 "Medication Permit" form. This form will provide the school with information and dispensing instructions, including any side effects. The school will not dispense any medication unless this form is completed and given to the school. If a student is on medication indefinitely, the parent(s)/guardian(s) must file a new "Medication Permit" 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. Parents must also sign the "non-prescription medication form" before staff administers any non-prescription medication.

At the end of the treatment regimen, 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.

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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, in 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.

Vision and Hearing Testing

Each school year, the vision and hearing of all Steward students are tested by our school nurse. There is no charge for this service. If deficiencies are found, the parents are notified immediately.

Counseling

Counseling services are provided through the Ogle County Educational Cooperative. Referral forms can be requested through the office. Parent permission is required for these counseling services.

Safety Drill Procedures

Illinois School Code requires all schools in Illinois to conduct periodic safety drills throughout the school year. All students and staff are to follow instructions provided by the designated Emergency Response Team at the school. Specific instructions are available in classrooms. Bus evacuation drills will be held once each school year at the school.

Section 6 – Discipline and Conduct

Philosophy

Acceptable behavior and minimal disruption are goals that every school strives for. When those goals are attained, the greatest learning can take place. Those students who cause disruption or otherwise misbehave will be dealt with in a disciplinary manner.

This handbook will not present a long list of “do’s” and “don’ts” and related penalties. Rather, what follows are guidelines that will form the basis of the school’s disciplinary manner.

Discipline is a means of fostering students' growth toward maturity and responsibility. The educational environment of the District shall be such that the administration and teachers shall demonstrate fair, just, and flexible attitudes and disciplinary efforts toward all District students.

The School Board’s disciplinary policies may include but not be limited to the following disciplinary measures:

1. Warning
2. Time-out period
3. Denial of privileges
4. Detention (after school/Saturday)
5. Removal from the classroom
6. Suspension (in-school and out-of-school)
7. Expulsion
8. Counseling services
9. Filing of criminal charges

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Specific Offenses and Punishments

Student conduct that for any reason disrupts class work or involves substantial disorder or invades the rights of others will not be tolerated. The following are examples of inappropriate behaviors that will require some disciplinary actions:

1. Fighting
2. Stealing
3. Cheating
4. Foul language
5. Use of obscene gestures
6. Rowdy conduct
7. Open defiance or disrespect to school personnel
8. Intentional destruction of property
9. Throwing any object or material with the intent to harm or annoy
10. Openly disobeying established school playground rules
11. Harassment of others
12. Gang-type activities
13. Inappropriate cell phone usage during school time
14. Use, or threat of use, of any item as a weapon

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 reasonable force, which certificated personnel may use as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

After School

A student may be assigned an After School for an accumulation of detentions or for a particular incident. Students are assigned an After School between 3:05 p.m. and 4:05 p.m., when they are to stay after school. During this time, students are involved in working on homework.

Suspension Procedures

The following are suspension procedures:

1. Before suspension, the student shall be provided with 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 people 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.

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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 that was violated, and shall notify the parent(s)/guardian(s) of their right to review 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 the presentation of evidence or the receipt of the hearing officer's report, the Board shall take such action as it deems appropriate.

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

In-School Suspension

In-school suspension is assigned to students who require a consequence more severe than detention but less than an out-of-school suspension. Students will be placed in the office to complete homework from their assigned classroom.

Out of School Suspension

Suspension from school is a serious consequence used to protect the educational opportunities of other students. No single period of suspension may exceed 10 school days.

Due Process

Students will receive an informal hearing with the superintendent before a decision to suspend is made. 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.

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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 a weapon to school, as defined in Section 921 of Title 18 of the United States Code, 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, or any public school in the state of Illinois.

Expulsion Procedures

Before expulsion, the student and parent(s)/guardian(s) shall be provided with written notice of the time, place, and purpose of a hearing by registered or certified mail, requesting the parent(s)/guardian(s)' appearance. 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 the presentation of evidence or the receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it deems appropriate.

Due Process Procedures for Expulsion

1. Due process for expulsion follows the same procedures as for suspension. The superintendent will recommend expulsion to the Board of Education and issue a mandatory 10-day suspension.
2. A student facing expulsion may not attend school during the period 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 students of available private education options.
3. Expelled students may be readmitted to Steward Elementary School after the period of expulsion.

Dress Code Guidelines

This code applies to the school day and all school-sponsored activities. Students' 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 who are not dressed appropriately will be sent to the office, and a parent/guardian will be contacted. If P.E. clothes are available, students will be asked to wear them; otherwise, parents will need to bring appropriate clothing.

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. Pajama bottoms and lounge wear are not suitable classroom attire.
4. **Skirts and shorts must be long enough to go past the student's middle finger as they hang their arms down by their side. The following items are also prohibited: excessively short dresses, skirts, shorts, halter tops, backless tops, spaghetti-strap tops, tops with plunging necklines, or any other tops that expose bra straps or the shoulder area. Shirts should cover the width of 3 fingers on the shoulders.** 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 for the purposes of the various school programs and activities each day. K-5 students who wear skirts or dresses are encouraged to wear shorts underneath for modesty during school activities.
11. No painting of faces unless previously approved by the superintendent.

Bullying, Intimidation and Harassment

Effective January 2002, the State of Illinois requires a school district to notify the parent or guardian of a child who uses aggressive behavior, including bullying, at school. School Board Policy prohibits students from engaging in aggressive behavior at school that causes physical or psychological harm to others and/or urges other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. Parents/Guardians of students who are reported to have violated this policy will be notified, and appropriate disciplinary action will be taken.

The Board of Education will provide a learning environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, and any teacher or administrator who is made aware of an alleged incident of sexual harassment should take immediate action to resolve the matter according to established procedures. It will be a violation of Board Policy for any student to sexually harass other students or staff.

Parent's Guide to 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 to make time to talk with school personnel regularly before problems arise. Know who your children's teachers, bus drivers, and coaches are, and how to contact them. Tell them when things are going well and communicate any concerns you have quickly and openly.

If you call to schedule an appointment to see your child's teacher, let them know in advance the general nature of your concern. 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, call to ask about the problem, and during the conversation consider offering 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 should be contacted if the staff member closest to the problem hasn't been able to resolve the issue satisfactorily.

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 take time to openly share with him the reasons you feel uncomfortable dealing directly with the person 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 share your point of view with them. School Board members do not, however, have direct authority in day-to-day school operations. All authority results from 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 it takes 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.

Section 7 – ELECTRONIC DEVICES, INTERNET AND DIGITAL PUBLICATION

Electronic Networks

Electronic networks, including the Internet, are part of the District's instructional program 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 Internet access.

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 required to investigate complaints alleging that E-mail contains material that violates this policy or the *Authorization for Electronic Network Access.*

Cell Phones and Electronic Devices

Electronic devices, including but not limited to cell phones, personal electronic devices, and two-way radios, are allowed on campus but **must be turned off and left in student backpacks or lockers throughout the school day.** Cell phone use on campus is allowed *after* the school day and/or extracurricular activities. The use of any personal electronic device during the school day without the specific and express permission of the office is strictly prohibited. **The use of cell phones for camera/photo/video purposes, or the possession of other photo/video devices, is prohibited on campus during the school day. Cell phones and other electronic devices may be confiscated and released only to the student's parent/guardian.**

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 comply with 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 Elementary School District #220 owns and maintains a web server to display information on 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

For any student's work to be displayed or published, the District must have signed parental consent.

Section 8 – Search and Seizure

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 and Personal Effects Left 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 a student's personal effects, without notice or the student's consent.

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 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 the 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.

Section 9 – Athletics and Extra-Curricular Activities

There is a $20 activity fee each of the following: Basketball, Cheerleading, Volleyball, and Track. There is a $5 participation fee for Chess Club. These fees need to be paid before practice begins. A discounted fee is available for multi-sport students.

Extracurricular Activities and Eligibility Policy

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

At Steward Elementary School, we believe that successful learning in the classroom must occur before a student is permitted to try out for or 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 students who have demonstrated appropriate behavior that respects others' rights and promotes a positive classroom and school environment. Students participating in any school activity or on an athletic team must be students who help build school spirit and serve as our ambassadors when we compete with other schools.

1. Students must have cumulative passing grades (70% or better – C) AND passing grades in the current quarter (60% or better – D) in all subjects, including physical education, music, and art.
2. Eligibility is checked weekly on Mondays for the following week.
3. Ineligible athletes or participants in extracurricular activities will be placed on probation for one week and are required to work with the teacher after school on the subject in which they receive the cumulative grade below 70% and/or the current quarter grade below 60%. Students may participate in practice and games during the probation week.
4. Students can become eligible during the probationary week if they raise their cumulative grade to 70% and/or their current grade to 60% in that particular subject. If the student fails to raise their cumulative grade to 70% and/or their current grade to 60% during the probationary week, they will be ineligible the following week and will not be allowed to participate in games or practices. The student will also be required to work with the teacher after school on the subject.
5. Parents are notified in writing when a student earns a cumulative grade of below 70% and/or a current quarter grade below 60% in any subject. This letter will be sent home for the initial and 2nd weeks of ineligibility. These letters need to be signed by a parent or guardian and returned to the school.
6. A student must have an acceptable conduct record.
7. Students assigned after-school detention must serve that detention from 3:05 to 3:30 PM with the teacher assigning the detention. Students may attend practice after serving the detention with the approval of the coach and superintendent.
8. For a suspension of any type, the student is ineligible for the term of suspension.
9. Students must be in attendance for a minimum of three hours to be eligible to participate in any extracurricular event. Prearranged excused absences must be made with the superintendent.

10. Students are responsible for athletic equipment and uniforms. Replacement of all damaged equipment and uniforms is required.
11. Students must ride the bus to and from the extracurricular event unless a written note from the parent/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 without prior approval from the superintendent.
12. Participants in extracurricular events are to be picked up promptly after practices and events.
13. Assignments which extend beyond the regular school day and are a component of the graded curriculum may exempt students from the minimal attendance requirements.

Student Athlete Concussions and Head Injuries

A student-athlete who exhibits signs, symptoms, or behaviors consistent with a concussion during practice or competition will be removed from participation or competition immediately. A student-athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Section 10 – Special Education

Special Education Services

Steward Elementary School District #220 is a member of the Ogle County Educational Cooperative. Special Education for the handicapped is provided through local, area, or regional programs.

The Steward Elementary School District #220, through the Ogle County Educational Cooperative, 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 Educational Cooperative at 815-234-2722, or the superintendent here at the school.

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 the Board 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 Individual 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.

Section 11 – Student Records and Privacy

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 parents/guardians 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.

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 all school personnel about school matters. Keep in mind that school employees may not discuss others' children with you. In matters of particular concern, however, parents and citizens should first consult 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 person concerned may also present a matter to the School Board when the procedure above has been followed, and the problem still has not been resolved.

Section 12 – Required Notices

Notice to Parents/Guardians of Children with Disabilities

Under the *Individuals with Disabilities Education Act*, the District must provide students with disabilities with appropriate special education and related services to address their educational needs. If your student receives related services from the District through their Individual Education Program ("IEP") document, such as occupational therapy, physical therapy, social work, nursing services, and speech and language therapy, you may request copies of related service logs developed and maintained by the District for your child. These related service logs include information on the types and durations of related services administered to your child.

If you have questions regarding your child's special education services, please contact Mr. Matt Zilm, Special Education Director of Ogle County Educational Cooperative, at mzilm@ocecil.org.

Traffic Flow and Parking Map

Steward Elementary School District #220

Steward Elementary School District #220 Parent-Student Handbook Acknowledgment Form

- **School Year:** 2026–2027
- **Due Date:** Please sign and return this page to the school office by **August 21, 2026**.

Parent/Guardian Acknowledgment

I/We acknowledge that I/we have received, read, and reviewed the **Steward Elementary School District #220 Parent-Student Handbook** (including behavior expectations, attendance policies, grading guidelines, and safety protocols) with my/our child.

- I/we understand that my/our child is expected to follow these rules to maintain a safe and productive learning environment.
- I/we understand that my/our child is expected to follow the homework guidelines, signatures are provided from an adult, and if the length goes beyond the amount allotted to that child's grade, I/we will contact the school teachers to make him/her aware.
- I/we understand that I will need to provide a doctor's note if my child is out of school more than 3 days.
- I/we understand that if a student misses school that they might have to use recess to make up the work, quiz, test, etc.
- I/we understand that failure to return this form does not exempt students or parents from knowing and complying with school and district policies.

PLEASE RETURN THIS FORM IN ITS ENTIRETY AND KEEP THE REMAINDER OF THE PARENT STUDENT HANDBOOK.

- **Parent/Guardian Name (Printed): _____**

- **Parent/Guardian Signature: _____Date: _____**