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District Vision

Learning is paramount at Eastland, where students are provided the foundation for a happy, healthy, and successful life through the development of competencies . . .

CORE COMPETENCIES

to **read, write, speak,** and **listen** effectively
to **apply math and science skills** to solve problems

SUPPLEMENTAL COMPETENCIES

to **reference history and civics**
to **use technology** to communicate and solve problems
to live a life of **mental and physical wellness**

SOCIAL-CULTURAL COMPETENCIES

to **lead** ethically
to communicate **civilly**
to act **confidently**
to **collaborate** effectively
to **think** creatively
to **work** productively and
to **contribute personally** to a better school, community, and world.

BOARD OF EDUCATION

Randall Hasken, President
William Woessner, Vice President
Janet Golden, Secretary
Lorrie Heeren
Karl Henze
Tamara Kniss
Dr. Connie Lower

ADMINISTRATION

Superintendent: Dr. Mark D. Hansen
High School Principal: Monica Burkholder
Middle School Principal: Darcie Feltmeyer

WELCOME

Dear students and parents/guardians,

We welcome you to another academic year in the Eastland schools. This handbook serves an important function in communicating our practices, procedures, and expectations to students and their guardians. We feel so strongly about this that you are asked to read the handbook in its entirety and sign and date the acknowledgment form as a condition of your enrollment in school.

As always, our focus is to improve student learning. We believe that students thrive when the adults in their lives reinforce and demonstrate the common core values of responsibility, hard work, and civility. Our rules and procedures have been designed to ensure that students feel safe and secure while attending our schools, and just as importantly, to maximize their time-on-task.

The first section of this handbook contains general district information; the second section is specific to the building your child will be attending. Please call your building principal if you have any questions or concerns, and have a great year!

Sincerely,

Dr. Mark D. Hansen
Superintendent

EASTLAND COMMUNITY UNIT SCHOOL DISTRICT #308
2011-12 School Calendar

Tuesday, August 16	Teachers' Institute Day (No School)
August 17-19	Early Dismissal (2:10 p.m.)
Friday, September 2	Early Dismissal/School Improvement (1:00 p.m.)
Monday, September 5	Legal Holiday – No School (Labor Day)
Tuesday, September 27	Early Dismissal/School Improvement (1:00 p.m.)
Monday, October 10	Legal Holiday – No School (Columbus Day)
Friday, October 14	End of 1 st Quarter
Friday, October 21	Report Cards Go Home (High School)
Monday, October 24	No School / Parent-Teacher Conferences (12:00 Noon-8:00 p.m.)
Tuesday, October 25	Early Dismissal (11:20 a.m.)/Parent/Teacher Conferences (12:00 Noon-3:20 p.m.)
Friday, November 11	No School/Teachers' Institute/Veterans' Day
Tuesday, November 22	2:05 pm dismissal / Thanksgiving
November 23-25	No School / Thanksgiving Break
Wednesday, December 7	Early Dismissal/School Improvement (1:00 p.m.)
Wednesday, December 21	2:05 pm Dismissal / Christmas – End of 2 nd Quarter
December 22 - January 2	Christmas Vacation (No School)
Friday, January 6	Report Cards Go Home
Monday, January 16	Legal Holiday – No School (M L King's Birthday)
Monday, January 30	Early Dismissal/School Improvement (1:00 p.m.)
Monday, February 20	Legal Holiday – No School (Presidents' Day)
Friday, March 2	End of 3 rd Quarter
Friday, March 9	Report Cards Go Home
Monday, March 26	Early Dismissal/School Improvement (1:00 p.m.)
Friday, March 30	2:05 pm Dismissal / Easter
April 2-6	Spring Break (No School)
Friday, May 18	2:05 Dismissal - Last Day for Students (provided that no snow days are used) Reports cards will be mailed.
Monday, May 21	Teachers' Institute (No School)

REGISTRATION AND ENROLLMENT

State law requires that parents register students for school annually. No students are considered to be enrolled until their parents/guardians have completed the registration process. To register your student for school, parents will need to participate in the one-site registration conducted in the summer of every year. If you are not able to attend on the date of one-site registration, you will need to register each of your students in the building which he/she will attend. No student can attend classes until the registration process has been completed.

Dates and requirements for one-site registration are published annually in the Prairie Advocate. If you have questions, please contact the District Office at (815) 493-6301.

VISITING SCHOOL

Parents and other adults are invited to visit school. For the security of our students and staff, students are not to invite friends to school without prior approval by the Principal. All visitors will report to the school office to sign in and receive a visitor's badge. If visitors intend to stay for lunch, please call the school by 8:30 a.m. so that the cafeteria staff can plan for additional meals.

If you wish to talk to the teacher or Principal, call for an appointment. Teachers and administrators have responsibilities, and are not always available on a moment's notice.

SECURITY SYSTEM PROCEDURES

For security purposes, all exterior doors to the school buildings are locked after the start of the instructional day. Visitors during the day will need to buzz into the office, and use the exterior intercom to identify themselves. A camera system allows district personnel to see visitors before admitting them into the building.

REQUIRED PHYSICALS

All school physicals are due on the first day of school. The School Code of Illinois requires preschool, kindergarten, sixth, and ninth grade students to have a physical. Immunizations must be current according to state requirements. **Students lacking required information will be excluded from school on September 15.**

All students participating in any interscholastic sports or cheerleading are expected to have completed similar examinations before the first practice. Forms for this purpose may be obtained from any school office.

- K, 2, and 6 grades are required to have dental exams.
- K students are required to have a vision exam.
- K, 6, 9 students are required to have diabetes screening on their physicals.

HEALTH POLICIES

We are making every effort to contribute to the health and safety of your child while in school. If he/she becomes sick or injured while at school, we will attempt to contact you immediately. If your address, telephone number, place of employment, etc. changes, please notify the school so the records are kept current.

The following are accepted as our routine practices:

1. Pupils should be excluded from school if they show symptoms of:
 - a. severe cold, cough
 - b. elevated temperature (99.8 or above)
 - c. severe pain
 - d. diarrhea
 - e. any communicable disease
 - f. ringworm, lice until treated
2. Any injury or sickness incurred at home must be referred to your physician. We are unable to accept the responsibility for the treatment of such cases at the school.
3. The nurse may reinforce but not change a dressing applied by a physician unless requested to do so by the doctor.
4. A note from your doctor will be necessary for extended absences from class.
5. Medication:

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/guardian 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. No school district employee shall administer to any student any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No students 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. Two exceptions are that a student may possess medication prescribed for asthma or an Epi-pen for immediate use at the student's discretion, provided the student's physician and parent/guardian have completed and signed a School Medication Authorization Form.

Nothing in this policy shall prohibit any school employees from providing emergency assistance to students, including administering medication. If, for any reason, you would like to discuss a problem with the nurse, please feel free to phone the school.

6. Vision:

Vision screening will be done, as mandated, for the following children: preschool, K, 1, 2, 3, 5, 8, special education, and transfer students during the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve (12) months and that evaluation is on file at the school. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

7. Height/weight:
The school nurse will check the height and weight of all students twice annually. The District will provide students and parents with standardized reports of body mass index (BMI) in the context of universally accepted benchmarks for healthy weight according to height and age. Parents may opt out of receiving this information using a form provided by the District at registration.
8. A note from a parent may excuse a physical education student for 1 day only. If a doctor's note reads "excused until further evaluated," the physical education student must see a doctor within 2 weeks of the initial note.

STUDENT INSURANCE

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he/she will be given a claim form from the office. This form must be completed by his/her parents and presented to the doctor or hospital. The school merely acts as an intermediary in supplying information about the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

NOTICE TO PARENTS OF EASTLAND DISTRICT #308 **STUDENT RECORDS**

Each student will have two files at Eastland District #308. The first file will be the student permanent record. This file consists of basic identifying information and academic transcript, including grades, class rank, college entrance test scores, attendance record and other basic information. The permanent record shall be kept for at least sixty (60) years after graduation or withdrawal. The permanent record is kept in the school office.

The second file kept on a student is the temporary record and is kept by the Principals or guidance counselor. The student's temporary record consists of all information not required to be in the student permanent record, including family background information, test scores, psychological evaluation, health record, teacher anecdotal records and disciplinary information. The temporary record will be destroyed entirely within six years after graduation or withdrawal.

Eastland Community Schools comply with the public law commonly referred to as the Family Educational Rights and Privacy Act of 1974 and the Ill. Rev. Stat., 1985.

Note:

Student directory information will be released without prior consent unless the parent or eligible student has notified the school district on or before October 1 of the current school year that they do not want the information released. For further information contact the Superintendent's office.

WEB-BASED SERVICES

Parents of students in grades 3-12 can access student information via the Internet through the Parent-Connect software used by the Eastland Schools. The program can be accessed through a link on the district website located at www.eastland308.com. (See web page below.)

By clicking on the "Parent Info" icon, parents can access student demographic information, grade books, transcripts, attendance, and disciplinary information. This information is secure, and can only be accessed by those who have the correct password. Parents have already received their personal information for accessing information on their students, but if you ever lose that information, you can contact the building office of the school your student attends.

Eastland CUSD #308

Lanark - Lake Carroll - Shannon

▶ Lunch Menu ▶ Newsletter ▶ Parent Info ▶ Contact Us ▶ Calendar ▶ Web Mail ▶ Cancellations



District Office
200 S. School Street
Lanark IL 61046

Phone: (815) 493-6301
Fax: (815) 493-6303

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[Board Information](#)
[District Information](#)
[Parent Information](#)
[Teacher Web](#)
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STUDENT ATTENDANCE

It is imperative that students attend school regularly. Students, parents, teachers, and administrators will strive together to maximize student contact time with highly qualified teachers. A joint effort in this regard will reinforce not only academic achievement, but also, the habits valued by employers in the workplace.

Valid Reasons for Student Absence from School

Illinois School Code identifies the following circumstances as valid causes for a student's absence from school:

1. illness
2. observance of a religious holiday
3. family emergency
4. death in the immediate family
5. circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student
6. *other excused absences* approved by the school principal

When a student is necessarily absent for a reason #1-5, a parent/guardian will call the school to explain the reason for the absence, and send a note (signed and dated) with the student when he/she returns to school. Each semester, after three (3) consecutive days, or five (5) aggregate days of absence due to illness, the student will be required to provide a note signed by a physician.

Other Excused Absences

District #308 administrators have the discretion to excuse other student absences as follows:

- ◆ Absences for family outings or trips (students must be with their parents/guardians)
- ◆ Absences for other family / organizational commitments (ex. 4-H Fair, County Fairs)
- ◆ Absences for college visits or military testing (juniors / seniors only)

Decisions to excuse these absences will depend on:

1. the absence being pre-arranged by the student's parent(s)/guardian(s) (at least five days in advance)
2. the absence being pre-approved by the student's teacher and building principal (for one of the reasons listed above)
3. the absence **not occurring during a state academic testing period**
4. the aggregate number of "other excused absences" not exceeding five (5) for the year.

To request permission to be absent for a reason considered an "other excused absence," a parent/guardian and the student will complete a pre-approval form at least five (5) days in advance and submit it to the building principal. The principal will approve or deny the request,

and the student will be responsible for making arrangements with teachers for completing the work he/she will miss.

Procedures for “Other Excused Absences” in excess of 5 days:

For students who miss in excess of five (5) days of school due to family outings, vacations, college visits, or military testing, the following procedures will be followed, provided the absence is pre-arranged and pre-approved with the building principal:

1. The student will be provided all make-up work for the first five days of excused absence.
2. Assignments for all days beyond five will be provided only at school, after school hours, during the extended detention time (see times below). All of this work must be completed at school, during the extended detention times as arranged upon his/her return.

Unexcused Absences

Absences for any other reason, or absences not pre-approved by the building principal, will be considered “unexcused.” These absences include, but are not limited to:

missing the bus	employment	shopping
babysitting	birthdays	hair appointments
oversleeping	car trouble	photographer sessions
court appearances		

Consequences for Unexcused Absences

Students will serve an extended detention for each day of unexcused absence as described below:

3:10-4:10	60 minutes	Eastland Elementary
3:10-4:30	1.3 hours	Eastland Middle School
3:15-5:45	2.5 hours	Eastland High School

In addition, the absence will be reported as “unexcused” in the student’s attendance record. Students with multiple unexcused absences will be referred to the County Truancy Officer. Truancy from school is a violation of state law.

CARROLL COUNTY TRUANCY PROTOCOL

Truancy from school is one of the precursors of students dropping out of school. In 2008, the Eastland Board of Education approved as policy the Carroll County Truancy Protocol. The purpose of the protocol is to establish uniform expectations and procedures for compulsory student attendance at Carroll County schools.

The protocol works to improve communication between various agencies, and ensures swift and consistent enforcement for students and parents who are not compliant as follows:

1. On a student's second unexcused absence, the building principal will notify the Regional Office of Education. A truancy specialist will initiate interventions with the student, and his/her parents or guardians.
2. Upon a third unexcused absence, the principal will file a First Notice of Noncompliance with the Regional Office of Education.
3. Continued unexcused absences will result in the Regional Office of Education notifying the Carroll County State's Attorney's Office. The States Attorney will have the authority to file a complaint against the parent or guardian, or the Regional Office may conduct a truancy hearing. If the student is determined to be truant, the ROE has authority to require the student to perform 20-40 hours of public service over a 90 day period.
4. If truancy persists, either the ROE or the States Attorney will make a complaint against the parent or guardian, with an adjudicatory hearing to be held within 10 days. A finding must be acted upon within 30 days.

REQUESTING MAKE-UP WORK

When you call the school to report an absence, you may make arrangements to pick up homework after school or have a brother or sister pick it up. Students have one (1) day to make up homework for each day of excused absence.

A homework request made late in the day can cause disruption of teaching and is not fair to the other students or the teacher. If you do not request homework before noon your child will need to make up his/her work upon return to school.

EMERGENCY CLOSING OF SCHOOL

Whenever snowstorms, bad roads or other emergencies make it necessary to close school, students and parents will be notified via phone call through the SchoolReach Instant Message system as soon as a decision has been made to close. This decision will be made no later than 7:00 a.m. The information will also be listed by the following:

WCCI - Savanna	100.3 FM	WFPS/WFRL - Freeport	92.1 FM
WSDR – Sterling	1240 AM	WXXQ/WZOK/WROK - Rockford	98.6 FM
KWQC TV - Davenport	TV 6	WREX - Rockford	TV 13
Newschannel 17 – Rockford	TV 17	WIFR- Rockford	TV 23

www.eastland308.com

In case school is dismissed early or it is necessary to delay the running of buses due to inclement weather, the information will be broadcast in the same manner. Parents should have a plan whereby their child may stay at a neighbor's home if the parents are not home on such a day. Early dismissal could come about because of bad weather, tornado warning, hot weather, boiler failure, etc.

ACADEMIC ASSISTANCE

All students learn in different ways, and at different rates. It is the goal of the Eastland Schools to teach all students so that they can acquire the competencies identified in the District Vision.

The administrators, teachers, and teachers' aides are committed to teaching all students to the best of our abilities. This means that student progress in reading, math, and social-emotional development specifically will be monitored frequently for specific areas of strength, and areas for growth. We will evaluate not only whether students are learning, but also, their rate of learning in relation to their same age peers. We will develop plans to provide targeted assistance to students who are struggling, or whose rate of learning is causing them to fall significantly behind their peers. These interventions will be designed to supplement and reinforce the reading, math, or behavioral instruction that they are receiving with their classmates.

In most cases, these interventions will be sufficient to help students keep pace with their classmates. When they are not, conferences will be arranged with parents to discuss issues that are arising.

Parents are encouraged to monitor student progress as well. When you have concerns, we encourage you to take the following steps in seeking assistance:

- STEP 1** Contact the classroom teacher.

- STEP 2** With the help of the classroom teacher, provide extra practice and reinforcement of skills at home, or through a non-school tutoring program.

- STEP 3** If you are still concerned, ask whether a Student Assistance Plan has been developed. (Remember that Student Assistance Plans are reserved for students who are significantly behind grade level in reading/math/or behavior).

- STEP 4** If a Student Assistance Plan has been implemented, and progress has not been demonstrated; contact the classroom teacher about referring your student for a psycho-social evaluation conducted by the school psychologist and social worker.

STUDENT SUPPORT SERVICES

The school social worker is available to assist students with academic learning by providing strategic services that identify and address social-emotional-environmental issues that interfere with the educational process. Working with students, parents/guardians, teachers, administrators, and community based resources, the school social worker helps implement strategies that promote students' positive school adjustment. These strategies may include:

- Individual Counseling or Group counseling
- Behavior Intervention Support
- Academic monitoring, Standardized Assessment, and Educational Planning

PROCEDURES FOR ACQUIRING ASSISTANCE AT SCHOOL
(CHAIN OF COMMAND)

To resolve a concern or to have your questions answered, please follow the step-by-step procedure outlined below.

PROCEDURES

STEP 1 **TEACHER, COACH, OR SPONSOR**

If you have questions regarding rules, the progress of your child, the conduct of your child in the classroom, or a complaint, you are asked to talk directly with your child's teacher, coach, or sponsor. Please call your school's office at 815-493-6341 (High School), 815-864-2300 (Middle School), 815-493-6301 (Elementary School) to make an appointment.

STEP 2 **BUILDING PRINCIPAL**

If you have a question regarding building procedures, or a question you could not resolve with the teacher, coach, or sponsor, contact your building Principal at 493-6341 (High School), 864-2300 (Middle School), 815-493-6301 (Elementary School).

STEP 3 **SUPERINTENDENT**

If you have an unresolved concern at the building level or questions regarding the overall Eastland School District, contact the Superintendent at 815-493-6301.

STEP 4 **BOARD OF EDUCATION**

The school district is governed by a seven (7) member board who establishes the operational policies for the district. If you have questions or unresolved concerns which should be brought to the attention of the Board, contact the Superintendent.

CARE OF TEXTBOOKS, DESKS AND
OTHER SCHOOL PROPERTY

Each student is responsible for the care of textbooks, library books, desks and any other school property which is used by the student. Students causing property damage through misconduct, horseplay, or carelessness will pay in full the costs for repair and/or replacement. Arrangements for making payments will be made with the Principal.

HOT LUNCH PROGRAM

The schools make available to all students a hot breakfast and lunch program. Fees for meals are as follows:

	<u>Breakfast</u>	<u>Lunch</u>
K-2	\$1.10	\$1.60
Gr 3-8	\$1.10	\$1.80
Gr 9-12	\$1.60	\$1.90
Adult	\$1.90	\$2.20

Extra items may be purchased for an additional fee:

Entrée - \$1.00 Milk - \$.25 Vegetable - \$.75 Fruit \$.75

It is hoped that all students will take advantage of these programs. Students who bring their own lunches are required to go to the cafeteria. Pop is not allowed to be part of a student lunch. No food is to be taken out of the cafeteria unless permission is granted by the administration.

LUNCHBOX STANDARD PROCEDURE

The Eastland School District #308 operates with a closed campus during the noon hour, which means that all students are required to remain at school unless given special permission to leave by parents or administrators.

Eastland operates its Lunchbox Program according to the following guidelines and protocols:

When a parent/guardian makes a deposit in a student's Lunchbox account....

- Cash or a check payable to Eastland School will be sent to school with the student (Please include your student's name, homeroom, and amount paid on the check or envelope.)
- Payments will be received between 7:40 – 10:00 AM (No cash in line).
- A parent can pay for multiple children at the same building.
- If a payment is to be distributed to the accounts of multiple students, their names and amounts should be listed on the payment envelope.
- If cash is paid, the total amount will go into your child's account. No exchange of cash will take place.
- If they prefer, parents can mail a check to their child's school office.

A student will need to have money in his/her Lunchbox account if he/she . . .

- brings a sack lunch and would like to purchase milk or ice cream
- would like to purchase an extra milk, entrée or ala carte item

If a student does not have money deposited in his/her account, he/she . . .

- will not be allowed to make any purchases

- will be served a peanut butter sandwich and milk in lieu of a standard lunch for a limit of five days

Parents will be informed of their students' lunchbox balances periodically as follows:

- Students will be notified when their account falls below \$5.00 in the form of a note – The note will be sent home with student in grades K-8
- Students in grades 9-12 will be reminded verbally in the lunch line each day that their account is below \$5.00

Visitors wishing to purchase school meals will . . .

- check in at the office
- make payment and receive a temporary ID card

When a student has a balance in his/her lunchbox account at the end of the school year...

- that balance may be transferred from child to child, year to year, and/or building to building
- refunds will be issued only upon graduation or transfer to another district

SAFETY DRILLS

In accordance with state law and local practices, Eastland staff and students will regularly participate in safety drills. The purpose of these drills will be to review procedures to be taken in the event of a school emergency. These drills will cover the following:

1. Fire drills
2. Tornado drills
3. Shelter-in-place drills

The goals of the drills will be to prepare students and staff to take appropriate action in the event of a crisis. Teachers also review and rehearse for crises during institute and in-service days, when students are not in attendance. Fire and police departments, and first responders, will occasionally speak to students regarding their roles in the event of a crisis.

BACKPACKS

Students are allowed to use backpacks to carry books and school materials to and from school. However, backpacks must remain in the student lockers during the school day, and may not be carried by students anywhere throughout the buildings. In grades PreK – 2, students will hang their backpacks in the designated areas of the classroom during the school day. In grades 9-12 students will be allowed to carry **ONE** standard-size backpack to carry books and their laptop computer.

NOTICE TO ALL STUDENTS AND PARENTS OF THE EASTLAND DISTRICT #308

The Board of Education of the Eastland District #308 has submitted to the Governor of Illinois its Asbestos Management Plan in accordance with appropriate federal and state regulations. A copy of this plan is available for your inspection in each school building office and in the office of the Superintendent in the district office at 200 South School Street, Lanark, IL.

This information is provided to you as a parent or student of the Eastland District #308. If you should have any questions regarding this notice of the Asbestos Management Plan as it relates to any or all buildings in the district, you may contact John Prowant, Facilities Manager.

NOTICE TO ALL STUDENTS AND PARENTS OF THE EASTLAND DISTRICT #308

The Eastland District #308 in accordance with State of Illinois law is notifying you that our Pest Prevention Treatment takes place the 3rd Thursday of every month after school hours at each building in the school district. The district is an Integrated Pest Management Plan member as required by the state.

If you should have any questions regarding this notice, you may contact John Prowant, Facilities Manager.

COMPUTER USAGE

District #308 supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communication, access to information, research, and collaboration.

The use of network facilities shall be consistent with the curriculum adopted by District #308 as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

When using school computers, the Internet, or the local area network for Eastland District #308, students and staff are expected to act in a responsible, ethical and legal manner in accordance with school policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Use of the network to facilitate illegal activity
2. Use of the network for commercial or for-profit purposes
3. Use of the network for non-work or non-school related work
4. Use of the network for product advertisement or political lobbying
5. Use of the network for hate mail, discriminatory remarks, or offensive or inflammatory communication
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials
7. Unauthorized use of software
8. Use of the network to access obscene or pornographic material
9. Use of inappropriate language or profanity on the network
10. Use of the network to transmit material likely to be offensive or objectionable to recipients
11. Use of the network to intentionally obtain or modify files, passwords, or data belonging to other users
12. Impersonation of another user, anonymity, and pseudonyms
13. Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws
14. Loading or use of unauthorized games, programs, files or other electronic media
15. Use of the network to disrupt the work of other users
16. Destruction, modification, or abuse of network hardware and software
17. Quoting personal communications in a public forum without the original author's prior consent

Each student and his/her parent/guardian must read and sign a **COMPUTER/INTERNET CONTRACT FOR ACCESS TO DISTRICT COMPUTER SYSTEM BY STUDENTS**. This document signifies that the student and his/her parent read, understand, and agree to follow the "Guidelines for Acceptable Use of District Computer System by Students."

Each student must obtain a computer pass from the teacher for whom he/she is doing work prior to using any computer outside of regular class time.

Some additional guidelines implicit in the Acceptable Use Guidelines:

1. Internet – No recreational browsing is allowed. No game playing is allowed. No blogging is allowed. A teacher must be present in the room when a student is using the Internet. The student must log-off the Internet when a teacher is called away from the room.

2. Any portable media device used outside of the school must be scanned for viruses prior to use on any school computer.

CELL PHONE USE

Because of the prevalence of cell phones and similar technologies in our communities and our culture, Eastland has established a set of tiered guidelines and expectations for their use at school.

Grades PreK-5

Students in grades pre-school through five are prohibited from possessing cell phones while at school or on the school bus.

Grades 6-8

Students in grades six through eight may possess cell phones at school. However, phones must be off during the school day.

Grades 9-12

Students in grades nine through twelve may carry cell phones with them during the school day. However, phones must be turned off during the day, and may not be used in the classroom unless specifically authorized by the teacher *for academic use*. Students wishing to use their cell phones during the day for personal use are required to report to the office first.

Students who violate these rules and expectations will receive the following consequences:

- | | |
|-----------------|--|
| First Offense: | Warning and reminder of the rules and expectations |
| Second Offense: | Cell phone is confiscated and returned at the end of the day |
| Third Offense: | Cell phone is confiscated and returned only to a parent/guardian |
| Fourth Offense: | Loss of cell phone privileges for the remainder of the year |

NOTE: Students who use cell phones for inappropriate activities such as sexting, plagiarism, academic dishonesty, etc. . . will be subject to the consequences associated with these particular behaviors, in addition to the consequences identified above.

STUDENT DISCIPLINE **“Eastland CUSD #308 Policy”**

Prohibited Student Conduct

The school administration is authorized to discipline students for 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: A.) Any illegal drug, controlled substance, or cannabis (including marijuana and hashish). B.) Any anabolic steroid not administered under a physician’s care and supervision. C.) Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with

the prescription or prescribing physician's instructions. D.) "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or implicitly represented to be an illegal drug or controlled substance. E.) Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing an electronic signaling device, a two-way radio, and/or other telecommunication device, unless authorized and approved by the Building Principal.
6. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, BULLYING, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by:
 - Being a member;
 - Promising to join;
 - Pledging to become a member; or
 - Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
15. Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile; (c) in a school's student locker, desk, or other school property; or (d) at any other location on school property or at a school-sponsored event.

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

stimulant medication to the student. The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On 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; or
4. Anywhere, if: (a) the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member; (b) the conduct may reasonably be considered to be an interference with school purposes or an educational function; or (c) the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Removal from classroom.
5. In-school suspension for a period not to exceed five (5) school days. The Building Principal or designee shall ensure that the student is properly supervised.
6. Detention or Saturday school provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
7. Suspension from school and all school activities for up to ten (10) school days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
8. Suspension of bus riding privileges, provided that appropriate procedures are followed.
9. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two (2) calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
10. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), "look-alikes", alcohol, or weapons.
11. Notification of parents(s)/guardians(s).

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 reasonable force as needed to maintain safety for student, staff or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 for 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 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. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, and not intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the Building Principal 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 Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s).

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardians(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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 certified 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.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students 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 ten (10) consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of ten (10) days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students and their parents/guardians within fifteen (15) days of the beginning of the school year or a student's enrollment.

ADMINISTRATIVE DISCRETION

It is recognized that not all disciplinary problems and situations can be identified by these "general" guidelines. The administration reserves the right to act appropriately at their discretion in any situation or problem that is not specifically stated, calls for additional disciplinary measures, or to overrule or suspend the guidelines due to an unusual or unique set of circumstances.

DRESS CODE

All dress and grooming must be in accordance with the Health Laws of the State of Illinois.

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. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent. Students are expected to dress appropriately for school. Safety and good taste should be the direction. As a school, we reserve the right to maintain a business-like atmosphere within the school. The following guidelines for dress and grooming will be observed:

1. All students must be covered with an opaque material from the shoulders to the mid-thigh. Shorts are permitted within these guidelines. Open midriffs, open-sided tank tops, spaghetti strap tops and strapless tops are not permitted.
2. Shorts and sweatpants made of skin-tight Spandex or Spandex-type materials are inappropriate for classroom wear.
3. Undergarments should not extend or be visible outside the edges of outer clothing.
4. Hats and other headdress, sunglasses, headphones, coats, and jackets are not allowed while in school.
5. No students may wear or possess anything displaying symbols, words, or written material exhibiting sexual connotations which may cause a substantial disruption to the education of other students.
6. Clothing promoting or advertising alcohol or tobacco shall not be worn during school hours.
7. Students should not be dressed or groomed in such a way that might be harmful to the health or property of either himself / herself or others. Students in grades PreK-2 are not permitted to wear flip flops at school.
8. Clothes that are torn or ragged are not permitted.
9. Chains (billfold) are not permitted. Chains are described as anything other than a jewelry necklace/ankle chain. Bracelets and necklaces with spikes or metal studs will not be allowed.
10. Shoes with wheels are not permitted.

**If a student is not in compliance with the dress code, he/she will be required to comply.

BUS DISCIPLINE
“Eastland CUSD #308 Policy”

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local Board of Education designates an adult to supervise the riders. Students will:

1. Obey the driver at all times.
2. Be on time at the designated school bus stop.
3. Stay off the road at all times while waiting for the bus and wait until the bus has stopped and the door is open before approaching.
4. Remain in his/her seat while the bus is moving.
5. Remain in the bus in the event of a road emergency until the driver gives instructions.
6. Keep all parts of his/her body inside the bus at all times, and not throw anything out of or into the bus.
7. Remember that loud talking and laughing or unnecessary confusion diverts the driver’s attention and could result in a serious accident.
8. Be absolutely quiet when approaching a railroad-crossing stop.
9. Assist in keeping the bus safe and sanitary at all times. No eating or drinking is allowed on the bus.
10. Never tamper with the bus or any of its equipment.
11. Carry no animals on the bus.
12. Keep books, packages, coats, and all other objects out of the aisles.
13. Leave no books, lunches, or other articles on the bus.
14. Be courteous to fellow pupils and the bus driver.
15. Help look after the safety and comfort of smaller children.
16. Not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization from a school official.
17. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions, then wait for a signal from the bus driver permitting them to cross.
18. Observe the same rules and regulations on other trips as they observe between home and school.
19. Ride his/her assigned bus unless a school official grants authorization, in writing, to change.

Consequences

First Offense – The driver will talk to the student and notify the Transportation Director. A file will be started.

Second Offense - (not necessary to be the same offense). The driver will talk to student and a seat will be assigned for two weeks, the Transportation Director will be instructed to prepare a seating chart and either call parent/guardian or send a letter requesting their assistance in correcting the problem. The Transportation Director will notify the proper administration.

Third Offense - (not necessary to be the same offense). The driver will immediately notify the Transportation Director, to suspend the student from all buses for two (2) consecutive school days. The Transportation Director will notify the Superintendent and the student’s Principal of the suspension. A letter will be sent to the parent/guardian.

Fourth Offense - (not necessary to be the same offense). The driver will notify the Transportation Director. The Superintendent or other authorized administrator will hold a meeting with the student, parent/guardian, and the Transportation Director. The student will be suspended from all buses for five (5) consecutive school days.

Fifth Offense - (not necessary to be the same offense). The student will be suspended from all buses for remainder of the school year. The Superintendent will notify the parent/guardian.

Additional Rules and Consequences

When on any school approved trip activity, any flagrant disobedience to the bus driver or other assigned adult by a student will result in three (3) days suspension from all buses (pep bus, team bus, etc.). The driver will immediately notify the Transportation Director in any case involving student discipline.

Swearing or vulgar language, vandalism, or any physical offense against any other person on the bus will result in five (5) consecutive school days suspension from all buses. The student will be required to pay for damaged equipment before being allowed back on the bus unless other arrangements are made with the Superintendent. The driver will immediately notify the Transportation Director in any case involving student discipline.

NOTE - Although misconduct on the bus is generally governed by the rules for Bus Discipline, some incidents of gross misconduct on the bus may be cause for broader disciplinary actions such as suspension or expulsion from school, if merited.

SAFETY FOR STUDENTS RIDING BUSES HOME

Students who ride buses home from school may be dropped off at home or a babysitter as much as 15-20 minutes earlier than the normal time when one or more students who live in outlying areas are not riding home. We are asking that the following measures be taken to help ensure the safety of the students.

1. Please plan on being home (or have your babysitter be at home) when school is dismissed rather than at the time the bus normally drops off your student.
2. Establish and review emergency procedures with your student so they know what to do if no one is home, the door is locked, and so on.

If you live in an especially isolated area and feel the need to discuss special safety precautions in which the bus driver can be of assistance, please phone the principal.

DRUG-FREE ZONE

Eastland District #308 is a drug-free zone. NO SMOKING or ALCOHOL is allowed on any Eastland school grounds.

NOTICE TO PARENTS OF THEIR RIGHT TO REQUEST THEIR CHILD'S CLASSROOM TEACHERS' QUALIFICATIONS

As a parent or guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to know the professional qualifications of the teachers who

instruct your child and the paraprofessionals, if any, who assist them. Federal law gives you the right to receive the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

- Whether Illinois has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
- The teacher's college major.
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

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

**NOTIFICATION OF RIGHTS UNDER THE PROTECTION
OF PUPIL RIGHTS AMENDMENT (PPRA)**

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of:*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use-
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the education curriculum.

The Eastland District #308, in consultation with parents, has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Eastland District #308 will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The Eastland District #308 will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participation in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

EQUAL EDUCATIONAL OPPORTUNITIES

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.

CHILD FIND STATEMENT

It is federal law (Individuals with Disabilities Education Act) and the policy of the Eastland CUSD #308 to provide a free and appropriate public education to each qualified disabled student within its jurisdiction, regardless of the nature or severity of the disability. This includes children and adults (ages 0-21) with a physical, mental, emotional or learning disability. It also includes students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973. Under Section 504, a person is considered disabled if that person 1) has a physical or mental impairment which substantially limits one or more of the person's major life activities, 2) has a record of such impairment, or 3) is regarded as having such an impairment.

It is a responsibility of the Eastland School District and the State of Illinois to attempt to locate these children in order to assist in providing the services to which they are entitled. If you know of a child with a disability living in our district, or if you feel you may be the parent or guardian of such a child who is in need of service, please contact:

Superintendent of Schools
Eastland CUSD #308
200 South School Street
Lanark, IL 61046

Or send an e-mail to: mhansen@eastland308.com

NOTIFICATION OF RIGHTS **UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within fifteen (15) days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records which the parent or eligible student believe are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the school Principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

SEXUAL HARASSMENT PROHIBITED

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 aide, 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 education environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aide, 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. Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Building Complaint Managers (see below). 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 Building Principal for appropriate action. The names, addresses, and telephone numbers of the District's Complaint Managers are as follows:

Building	Complaint Manager	Address	Phone Number
Eastland Elementary	Carl Erbsen	200 South School St. Lanark, IL 61046	(815) 493-6301
	Beth Wilkinson	200 South School St. Lanark, IL 61046	(815) 493-6301
Eastland Middle School	Cory Walters	601 S Chestnut Shannon, IL 61078	(815) 864-2300
	Kristy Pierce	601 S Chestnut Shannon, IL 61078	(815) 864-2300
Eastland High School	Tony Dunlap	500 South School Dr. Lanark, IL 61046	(815) 493-6341
	Anne Pilgrim	500 South School Dr. Lanark, IL 61046	(815) 493-6341

**INFORMATION AVAILABLE TO PARENTS REGARDING
REGISTERED SEX OFFENDERS (P.A. 94-994)**

P.A. 94-994 makes several changes to the sex offenders' registration law [730 ILCS 150/3] and the information sex offenders must provide upon registration that is available to the public. Link to P.A. 94-994: <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=094-0994&GA=094>

In keeping with these changes, a further amendment to 730 ILCS 150/3 affects principals and teachers of public and private elementary and secondary schools in Illinois. Per P.A. 94-994, during school registration or parent-teacher conferences, a principal or a teacher must notify the parents of children attending the school that they may access information regarding registered sex offenders that is available to the public. This law is intended to increase awareness of the Illinois Sex Offender Registry (I-SOR) and to encourage parents to review the information available to them. ISBE suggests that school boards review this new law and advise their principals and teachers how best to make this information available to parents.

The Illinois Sex Offender Registry is available through a link on the Illinois State Police website, at <http://www.isp.state.il.us/>. Individuals may search the database by name, zip code or county. Access is free.