

**FLOA COMMUNITY UNIT #35
ELEMENTARY STUDENT HANDBOOK**

2022-23



**Approved by the Flora Community Unit School Board on
May 16, 2022**

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WELCOME
TO
FLORA COMMUNITY UNIT SCHOOL DISTRICT #35

It is an honor and a privilege to greet the students of the Flora Community Unit School District #35. The administration and staff hope that the school experiences ahead of you will be interesting, challenging, and rewarding.

This handbook provides a resource for parents and students to learn about school rules, regulations, and activities. It also serves as a guide to help make your educational experience a successful one. Please read the handbook carefully and discuss it with your parents and teachers.

Pride in our school district and community is shown in many ways.....facilities, programs, instruction. However, the students are our primary source of pride, and we hope to see that pride reflected in their faces and confirmed by their interest, participation, and accomplishments.

We are proud to have you as one of our students and sincerely hope that the time you spend with us is both pleasant and productive.

Joel Hackney
Superintendent

VISITORS

To best provide a safe learning environment, all visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

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

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

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

Adults that are invited to assist at the school or on field trips will follow all visitor guidelines. In these situations, adults are to follow the teacher's directions and adhere to all school rules.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.

11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

SEX OFFENDER NOTIFICATION LAW

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

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

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

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

A violation of this law is a Class 4 felony.

CLASSROOM TREATS

Occasional treats help celebrate special events but cannot disrupt the learning environment. Throughout the year, teachers will contact parents to provide treats for buildings. On other occasions such as birthdays, etc., treats may be provided only at the discretion of the classroom teacher. **All classroom treats are to be prepackaged.**

CONFERENCES

Teacher-parent conferences may be scheduled so the teachers and parents may become better acquainted and cooperate to help the pupils. If your appointment time is not convenient, please contact the teacher so the time can be changed. Kindly observe the time assigned to you. **(ONLY ADULTS SHOULD COME TO THE CONFERENCE, UNLESS OTHERWISE REQUESTED BY TEACHER.)**

SCHOOL VISITATION RIGHTS

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

COMMUNICATION WITH HOME

The school requires notes from parents or guardians:

1. in case of absence;
2. if child needs to be kept in at recess because of illness;
3. in requests for special dismissal;
4. in reply to notice of unsatisfactory work;
5. for educational excursions of any distance (permission forms will be supplied);
6. for participation in extra-curricular activities; and,

The school requests a note from parents or guardians if the pupil is to have lunch at any place other than at home or the school cafeteria. It is important that the school and the parent know where the pupil is during the noon intermission.

STUDENT APPEARANCE

We take pride in the appearance of our students. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Hats/hoods may not be worn in school. Shoes must be worn at all times in all grades. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

SCHOOL DRESS CODE & STUDENT APPEARANCE

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, hoods, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with excessive holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

SUPERVISION OF STUDENTS

Every attempt is made by the school personnel to have students adequately supervised at all times. Students are expected to cooperate fully with **ALL SUPERVISORY PERSONNEL**. This includes administrators, teachers, teaching assistants, secretaries, custodians, cafeteria personnel, lunchroom supervisors, patrol members, student helpers, bus drivers, and chaperones on all authorized school trips and activities. A cooperative approach toward student discipline helps assure smoother operation of the school and a more effective educational program.

STUDENT ENTRANCES AND ARRIVAL TIMES

Students should not arrive at school before 8:00 A.M. **Students will be counted tardy after 8:20 A.M. and a parent must sign the student in.** On days that inclement weather exists, students will be permitted to wait in the main entrance of the building. Doors will not be opened until 7:50. More detailed guidelines regarding arrival and dismissal to and from school will be provided in a

newsletter from the building principals, Mrs. Carder and Mrs. Pearce.

BICYCLES

Students in 3rd - 5th grade may ride bicycles to school. Students may lose their bicycle privileges if all rules for bicycle riders are not observed. Bicycle riders will be asked to use the safest routes to and from school. Below are general guidelines for bicycle riders to follow.

Students should observe the following rules:

1. Know and obey the bicycle rules.
2. Obey school safety patrol members and crossing guards.
3. Stop completely at each stop sign.
4. Ride single file on the right side of the road.
5. Only one person on each bicycle.
6. Students "showing off" on bicycles may be prohibited from riding their bicycles to school.
7. Show courtesy to other bicycle riders and pedestrians.
8. Park bicycles only in place provided.

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal and/or transportation director.

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

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive 5 minutes early at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.
12. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.
13. A bus conduct report will be sent to parents when students do not obey the bus rules. A minimum consequence for a third bus conduct report will be a three-day suspension of bus riding privileges. A fourth bus conduct report will result in a five-day suspension of bus riding privileges. If misbehavior continues, or if necessary for safety reasons, a student's bus riding privilege may be suspended for the remainder of the school year.

For questions regarding school transportation issues, contact: Frank Lusk at 662-4272.

WHEN MOVING

Into the District: Register pupils at the attendance center, and fill out the necessary enrollment forms. Be sure that this information is accurate and that the parent's or guardian's signature is on each form. Please call the office to make any necessary changes throughout the year. A certified birth certificate will be required. A health exam form is required of all students who transfer into this system. Textbook rentals and other information may be obtained when students are registered. Student records from schools previously attended will be requested by the building principal.

Outside the District: Notify the teacher in advance so all transfer cards, records, and reports will be

ready when they are requested. Refunds will be given on book rentals not used. Textbooks must be checked in and all library books returned. The school will forward student's records when they are requested by the administrative office of the school in which the student next enrolls.

SCHOOL CLOSING AND EMERGENCY DISMISSAL

In the event of severe weather, mechanical breakdown, or an emergency situation, school starting times or dismissal times may be changed. School closing, delayed starting, or early dismissals for these reasons will be announced over radio stations **WNOI (FM Flora)** or **WFIW (AM Fairfield)**, and **the floraschools.com website**. The Alert Now phone system will also be used. **It is very important for the school to have a current phone number for each student.** Reports in the morning will be broadcast before 7:30 A.M. If no report is given, then it is to be assumed that school will be in session. These stations begin broadcasting at 6:00 A.M. In the event of an early dismissal, local factories will be notified. Please do not call the school since the telephone lines should be kept open for emergency use.

SAFETY DRILL PROCEDURES AND CONDUCT

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

ASBESTOS MANAGEMENT PLAN

Please be informed that on or after September 1, 1992, our formal Asbestos Management Plan for all district school buildings and unit office is available for inspection by any interested individual by appointment made through the Superintendent's Office at least one working day in advance. Because of the importance that we attach to the Management Plan and its extreme size and complexity, a staff person familiar with the plan must be present to assist you in your examination of the plan in our offices.

ACCEPTABLE USE POLICY

We are pleased to announce that access to the school-wide network, as well as the Internet, will be available to students and staff who qualify. To qualify, students and parents must read, sign, and return the Acceptable Use Policy.

The staff of Flora Community Unit #35 strongly believes in the educational value of technology and recognizes its potential to support the curriculum and students' learning in facilitating resource sharing, innovation, and communication. We will make every effort to provide quality experiences to students and teachers using these services; however, inappropriate interaction with any information

service or inappropriate use of technology equipment is strictly prohibited. Violation of Acceptable Use Policy will result in loss of privilege.

ELECTRONIC DEVICES

Electronic devices such as cell phones, Ipad's, Ipad's, Tablets, and hand-held games, et cetera, are not permitted during the school day.

VIDEO AND AUDIO MONITORING SYSTEMS

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

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

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

GRADES

Kindergarten students get a report card twice per year at semester intervals. Supplementary reports of progress may also be sent to parents at the discretion of the homeroom teacher. The letters E, M, and BL show whether, in the judgment of the teacher, the pupil is doing work that is satisfactory to him or her.

Grade cards are issued four times per year at nine-week intervals for Grades 1 through 5. Grades are based on academic achievement, a pupil's attention in class, promptness, and independence in work. The following grading system is used:

100-95	A	84-78	C	E-Exceeds
94	A-	77	C-	M-Meets
93	B+	76	D+	BL-Below
92-87	B	75-70	D	
86	B-	69	D-	
85	C+	68-0	F	

RETENTION POLICY

The Board of Education Policy Manual (Section D-5.2 - Promotion and Retention) **places the responsibility for grade level assignment with the school.** To best implement that responsibility, the following procedure is used to determine promotion or retention.

1. Parents are notified of failing or near failing grades at the mid-point of each grading period. At the end of each grading period, a report card is sent home to parents via the students to be signed and returned to school.
2. At the end of the first semester of each school year, teachers determine those students with failing averages in each academic class for the semester.
3. If a student is a candidate for retention, parents are to be notified early in the second semester with recommendations for improved academic performance and a request for a parent conference.
4. At the end of the school term, those students identified as candidates for retention are once more evaluated by the teacher using the criteria outlined in parts 5 and 6 of this retention policy. At this point, a final recommendation for promotion or retention is made by the teachers. From these recommendations, a final determination of placement for the next school year is made by the school district. Parents are then notified of the determined placement.
5. Students will be candidates for retention based upon the following criteria: (1) effort, (2) daily grades, (3) homework, (4) tests/quizzes, (5) social and maturation considerations, (6) attendance.
6. Below is a breakdown by grade level for retention:

Kindergarten - 69% of required skills on Kindergarten Assessment

Grades 1-2 - Failing 50% of core subjects

· **Core Subjects: Reading and Math**

Grades 3-5 - Failing 50% of core subjects (2 or more)

· **Core Subjects: Reading, Spelling, English, and Math**

7. Students who do not receive failing grades but are shown to be working below 69% of grade level at the time of testing on one or more standardized tests may be considered for retention. Consideration of the criteria in parts 5 and 6 of this retention policy should be addressed in a parental conference. Parents will receive in writing a notice of the retention.
8. Placement for students in full-time special education programs will be determined at the annual I.E.P. conference. Placement of part-time special education students may be discussed at the annual I.E.P. conference. Final determination of grade placement will be decided by the school district.

IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATION

Required Health Examinations and Immunizations

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

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

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

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

HEALTH SERVICES

Students may utilize the service of the Unit #35 School District nurses for aid in emergency, illness, injury, or for other needs that they might have. The nurses are available on an as-needed basis. Please notify the staff to contact the district nurses if needed. Student health records are housed and maintained at the Nurse's Office located at Flora Elementary School.

Health Concerns

Please notify the Nurse's Office if your child is known to have a serious health concern. This information is helpful to the school district so the student can receive the best possible care if a serious situation occurs. At registration parents are also asked to list health concerns, in general, on the appropriate form. All health information on your child is important to the staff, i.e., fractures, new glasses, surgery, etc. The information may be helpful in creating classroom arrangements. If your child has any new health information anytime during the school year, please contact the Nurse's Office.

Fever

A fever is a warning sign that all is not right in the body, which includes an oral temperature of 100 degrees or greater. While a student cannot catch a fever, they can catch whatever reason is causing the fever. If a student has a fever of 100 degrees or greater, he/she must stay home. A child is not allowed to return to school until he/she has been fever free (without medicine) for 24 hours.

Vomiting and Diarrhea

If a student is vomiting or has diarrhea, he/she must stay home. The child may return to school once he/she has been symptom free for 24 hours.

Rash

If a student has a body rash with itching or a fever, he/she must stay home. The child may return to school once he/she has been free of the rash, itching, fever, or if they have been evaluated and cleared by their primary care provider.

Conjunctivitis

If a student has redness, itching, and/or pus draining from their eye, he/she must stay home. The child is clear to return to school once they have been free from drainage and/or have been evaluated and cleared by an optometrist or their primary care provider.

Head Lice (Pediculosis)

According to the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN), “no-nit” policies should be discontinued from the school setting (Centers for Disease Control and Prevention, 2015). However, at Flora C.U.S.D #35, while we no longer abide by the “no-nit” policy we feel it is necessary we develop a policy, which outlines our guidelines regarding head lice. Therefore, the purpose of this policy is to create a protocol for the administration, faculty, parents, and students of Flora C.U.S.D. #35 to follow in the case where live lice are present.

When a case of head lice is reported or suspected indicating possible infestation the nurse will investigate the case. Each student who is found with live lice is to be excluded from school and logged into the lice logbook. The student must be treated as instructed by the nurse to the parent/guardian. Before re-admission to school, the student must be taken to the school nurse’s office for a head check from which they will be permitted to return to school if no live lice are found. Upon returning to class, the nurse will check them off of the lice logbook as being allowed to return.

When the school nurse identifies a case, they must notify the child’s parent or a family member to pick up the student and transport them home. In the event that a parent or family member cannot be reached, the child will remain in the nurse’s office and then be released at the end of the day as usual.

When a student is excluded, all household contacts in the district will be checked as soon as possible. In the elementary school, upon identification of live lice the student’s classroom will be checked as well. When a student or household contact is excluded, the nurse will notify the principal of the building. If the student rides a school bus, the nurse will notify the transportation administrator. He/she will then notify the bus driver that the student may not board the bus for transportation back to school unless he/she is cleared by one of the school nurses.

Students will be allowed to return to school after completing appropriate treatment. Before re-admission to school, the student must be taken to the school nurse’s office for a head check from which they will be permitted to return to school if no live lice are found. Parents will be required to come to school with any returning student and remain with the student until the child has been rescreened. Upon returning to class, the nurse will check them off of the lice logbook as being allowed to return. The nurse will also do follow-up head checks throughout the school year as

needed.

References:

Centers for Disease Control and Prevention. (2015, September 2). Head Lice Information for Schools. Retrieved from <https://www.cdc.gov/parasites/lice/head/schools.html>

Narcan (Naloxone)

Narcan is indicated for the reversal of an opioid overdose induced by natural or synthetic opioids and exhibited by respiratory depression or unresponsiveness. Narcan is delivered by intranasal administration. It is the policy of Flora CUSD #35 to provide assistance to any person(s) who may be suffering from an opioid overdose through the delivery of Narcan.

STUDENT MEDICATION

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

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

Self-Administration of Medication

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

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

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

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

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

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

Special Needs with Meals/Milk Program

If a student has an allergy or illness and should not receive certain food or milk products, the student's doctor must write a note specifying what is to be omitted and, if applicable, the substitutions that are needed (i.e. juice instead of milk). If there is a subsequent change, a note from the student's parent/guardian or their doctor is necessary before the regular meal or milk is permitted. The request is effective only for the school year in which it is presented and must be renewed each school year.

STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 618-662-2014.

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

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

CARE OF 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 building principal. Parents/guardians are responsible for and must:

- a. 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.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. 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.

GUIDANCE & COUNSELING [PREK-8]

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

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office at 618-662-2014.

ATTENDANCE

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

STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. **After a total of six days of excused or unexcused absences, a doctor's note will be required.**

In the event of any absence, the student's parent or guardian is required to call the school at 618-662-2014 to explain the reason for the absence. If a call has not been made to the school by 9:00 A.M. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Pre-arranged absences may be granted for reasons not covered under personal illness and emergency situations if the student's parents or guardian contact the principal in advance of the absence to explain the situation, and the principal feels that a pre-arranged absence should be granted. Each case is handled individually considering the reason, the student's grades, attendance, and disciplinary record. Only one pre-arranged absence will be granted per school year.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: 618-662-2014.

Release Time for Religious Instruction and Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Unexcused Absences

It is impossible to list all unreasonable and unacceptable excuses the school is asked to accept. Absences will be considered as unexcused for any reason considered neither reasonable nor legal. Decision on the excusability of an absence rests with the administration.

The following are the most frequent reasons given which are considered unexcused:

1. Oversleeping
2. Bad weather
3. Missing the bus
4. Lack of transportation
5. Car trouble
6. Work-menial tasks at home or gainful employment that is not part of the school program.
7. Baby-sitting
8. Returned home for forgotten supplies
9. Shopping
10. Failure to provide a note or call from parent/guardian
11. Failure to get a pre-excused absence

Students can receive a zero for any work missed on an unexcused absence.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Make-up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work within 2 school days, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

Homework

Most students will have ample time to complete assignments at school. However, homework may be assigned by classroom teachers as an extension of instruction. It may also be used to practice skills and teach responsibility. Students are expected to complete and return assignments.

STUDENT RECORDS

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

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

- 1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

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

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

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

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

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

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

- Name
 - Address
 - Grade level
 - Birth date and place
 - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
 - Academic awards, degrees, and honors
 - Information in relation to school-sponsored activities, organizations, and athletics
 - Major field of study
 - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

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

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

The name and address of the Office that administers FERPA is: U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

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

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

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

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

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

Permanent records consist of identifying information, including the following:

1. Student's and parents' names, address, birth date, place of birth, and gender.
2. Academic transcript including grades, class rank, graduation date, grade level achieved, and scores on college entrance exams.
3. Attendance records.
4. Health records: Physical, dental, vision exams and immunization records.
5. Records of the release of permanent record information.
6. Honors and awards received.
7. Information concerning participation in school-sponsored activities, athletics, or offices held in school sponsored organizations.
8. A record of the Release of Temporary Records.

Temporary records may consist of the information in the permanent records as well as, but not limited to, the following:

1. Family background information.
2. Intelligence aptitude and achievement test scores.
3. Psychological evaluations including information and all pertinent information obtained through test administration, observation, or interviews.
4. Teacher anecdotal records.
5. Disciplinary information.
6. Special education files and all information pertaining to placement or non-placement.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

Student Privacy Protections

Surveys by Third Parties

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

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

Surveys Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

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

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

SCHOOL CAFETERIA

The Flora Unit School District is proud of the school cafeterias. Every attempt is made to provide the children of the district with a good nourishing meal in a clean, pleasant atmosphere. The cafeteria is supervised during breakfast and the lunch hour. Children are asked to cooperate with these helpers

and observe regular dining manners.

Loud talking, boisterous actions, and running will not be permitted. Children are asked to leave their dining area neat and pick up everything around their tray and return tray to designated area.

Bills for breakfasts and lunches will be sent home with children on the first school day of each week. Students then bring money to pay the bill on the second school day of that same week. Students who bring their lunch from home may also eat in the cafeteria. Milk is served with the meal. Extra milk may be purchased, and students who bring their lunch may purchase milk. The extra milk will be billed on the weekly statement. The Board of Education will determine all prices of meals and extra milk.

Free and Reduced Price Lunches

Free and reduced price breakfasts and lunches will be provided to all eligible, needy children as mandated by Illinois House Bill 2601. Criteria concerning eligibility will be released yearly by the superintendent.

Special Milk Program

Children in the kindergarten classes participate in the special milk program. The milk or juice is distributed daily to classrooms. Cost of the milk will be determined by the Board of Education. **This milk is not a part of the free and reduced lunch program.**

FINANCIAL ELIGIBILITY

Flora CUSD #35 has developed a program called Financial Eligibility. This program is designed to control "delinquent fee accounts" of any kind. Students will not be denied educational services or academic credit due to the inability or unwillingness of parents/guardians to pay school fees; however, students will not be eligible to participate in or attend any athletic event, club, non-academic field trip, or extracurricular activity until delinquent fees are paid.

Any fee not paid within seven days of notice or due date will result in the student's inability to participate in school activities not associated with academic requirements. Parents/guardians arranging payment schedules with their respective school(s) will prevent their student(s) from being ineligible to participate in non-academic activities.

Examples: (a) Any student that accumulates more than \$20 in lunch charges will be provided a substitute meal until fees are paid and will not be eligible to participate in or attend any athletic event, club, non-academic field trip, or extracurricular activity; (b) Kindergarten snack milk may not exceed \$10. Once a bill exceeds the \$10 limit, students will be given water in place of milk; (c) Regular fees, including lunch charges, must be paid before fees associated with athletics or other extracurricular activities; (d) Transcripts will be held for graduating students until all fees are paid; (e) Transcripts will be held for transfer students until all fees are paid.

PE REQUIREMENT AND EXEMPTION [K8]

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

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

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

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

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

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

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

RESPONSE TO INTERVENTION (RTI)

Students may be selected to receive interventions in reading, math, and behavior. Eligibility is based on benchmark tests, which are given three times per year, and teacher recommendation. Students are reevaluated annually. Any questions regarding eligibility should be referred to the building principal.

TITLE I PROGRAM

Students may be chosen to participate in the Title I program which is designed to supplement reading and math instruction. Eligibility is based upon test scores and teacher recommendations. Students are re-evaluated annually. Any questions regarding eligibility should be referred to the Title I teacher.

ENRICHMENT PROGRAM

Students are eligible to participate in the Flora Unit #35 Enrichment Program based upon cumulative points in the areas of achievement, I.Q., and teacher recommendation. Students are re-evaluated annually. Students participating in the Enrichment Program are expected to maintain positive behavior. Any questions regarding the selection process should be referred to the Enrichment Program teacher at 662-2014.

RULES FOR BEHAVIOR AT BASKETBALL GAMES

1. Booing is poor sportsmanship and will not be tolerated.
2. Students are asked not to stomp their feet on bleacher seats.
3. Students will not be permitted to loaf in the halls or restrooms during the game.
4. Students are asked not to throw paper or any other objects on the floor or at each other while in the gym.
5. Only cheerleaders may get on the floor to lead cheers.
6. Students are asked not to pop or burst popcorn bags while in the gym.
7. Students will not be permitted in multi-purpose room.

HOMELESS CHILD'S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Information regarding assistance and support for homeless families can be provided by guidance/social work or nursing department.

EDUCATION OF CHILDREN WITH DISABILITIES

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end

of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

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

For further information, please contact:

Tonya Behnke (name)
618-662-2014 (phone)
Flora Elementary (office location)

ACCOMMODATING INDIVIDUALS WITH DISABILITES

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

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

DISCIPLINE OF 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 School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and

the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

SPECIAL RESPONSIBILITIES OF STUDENTS

1. To become informed of and adhere to reasonable rules and regulations established by the local Board of Education and implemented by school administrators and teachers.
2. To respect the right and individuality of other students, school administrators, and teachers.
3. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from gross disobedience, misconduct, or behavior that materially and subsequently disrupts the educational process.
7. To maintain the best possible level of academic achievement by assuming responsibility for work assigned.
8. To respect the reasonable exercises of authority by school administrators and teachers in maintaining discipline in the school sponsored activities.
9. To respect and not cause, or attempt to cause, damage or theft to any personal or school property, and to protect and care at all times for your own personal property while at school.
10. To refrain from violating or disregarding established rules and regulations for student conduct on school busses or refusal to accept the established supervisory authority of the driver or other assigned person in charge.
11. To present, upon entering school for the first time, sixth grade, and ninth grade, evidence of a recent physical examination. Students participating in interscholastic athletics shall have an annual physical examination.
12. To refrain from the misuse of student lockers and use only for the storage of books, school supplies, outdoor garments, and other items authorized by the school. A student's locker is the property of the school and may be searched with or without the student's knowledge by school officials, if deemed necessary.
13. Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some way with school procedure. Weapons or items such as, but not limited to, water pistols, sling shots, knives, lighters, or electronic devices, if brought to school will be impounded. Disciplinary action may be taken for possession of such items. Possession or use of illegal weapons may result in suspension or expulsion from school.
14. Sexual harassment of students is prohibited. Examples include unwelcome touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's sexual activities. Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with adults whom they trust.
15. Students are responsible for reporting any awareness of a situation that might cause harm to others. This might include threats of harm or possession of harmful objects (drugs, knives, guns, etc.).

SPECIAL RIGHTS OF STUDENTS

1. Children, ages 5-21 (ages 3-21 if handicapped), are entitled to public education in Unit District No. 35 if a resident of the district.
2. When a student commits acts of gross disobedience or misconduct, the right stated above may be temporarily forfeited but only after the student has been afforded due process.
3. The maximum number of consecutive days a student may be suspended from school is ten (10). The maximum length of time for expulsion of a student is the current school year. Only the Board of Education may expel a student from school.
4. No student shall be refused admission or be excluded from any course of instruction, interscholastic athletic program, or comparable programs by reasons of a person's marital status, sex, race, color, or nationality.
5. Students of parents who certify indigency or inability to purchase or rent required textbook materials or to pay school fees may not be denied educational services or academic credit due to inability to pay.
6. Students, parents, and guardians are entitled to timely and periodic information concerning student progress, programs available, and requirements for completion.
7. Students from families whose income level qualify them for free or reduced price meals, in accordance with the periodic guidelines issued by the Illinois Office of Education, shall receive a free or reduced price meal from the school cafeteria.
8. When there are differences between the local school and parents or child concerning the provision of a program being provided for a handicapped child as defined in Article IV of the Illinois School Code, an impartial due process hearing may be requested before an impartial hearing officer appointed by the Illinois Office of Education.
9. When a student for health related reasons must, upon a medical doctor's certification, be absent from school for more than two consecutive weeks, he/she may upon request or by initiative of the school receive a minimum of 5 clock hours of instruction per week in appropriate studies at home or hospital.
10. Students have the right to dress and groom themselves according to their (or their parents') personal tastes, as long as such dress and grooming does not present health or safety hazards or substantially disrupt the educational process.
11. All students have the right to an education free of threats, intimidation, and bullying acts. Persons interfering with a child's attendance by using threats or intimidation could be sentenced to a one year jail term.

EQUAL EDUCATIONAL OPPORTUNITIES AND EQUITY

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

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

Any student or parent/guardian with an equity or equal opportunity concern should contact:

Julie Pearce at 618-662-2014 or Leslie Carder 618-662-2014.

Due Process Procedures

The building principal may discipline students by means of dismissal from classes, detention, probation, or suspension from school and by recommending expulsion; however, students have a right to due process before the disciplinary action is taken.

The following procedures shall be observed:

- a. The school official shall give the student oral notice of the charges and evidence to support those charges.
- b. If a student denies the charge, he shall be given the opportunity to present an explanation. The school official shall then inform the student whether or not the punishment is to be imposed.
- c. Written notice of the charges and severity of the punishment may be sent to the parent.
- d. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school.

STUDENT BEHAVIOR

Discipline is the responsibility of all teachers and students at Flora Elementary School. Students shall be expected to use accepted patterns of courtesy and decency, respect the rights of others, and abide by State, District 35, building laws, policies, and regulations. Students should fully understand that all teachers, staff members, and bus personnel have the authority to correct inappropriate behavior at any time, either in the building, on school grounds, on the bus, or at any school-sponsored event, home or away.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

- Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibiting in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- 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.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

1. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
2. Using or possessing an electronic paging device.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer,

electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

4. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
5. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
6. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
8. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
9. Engaging in teen dating violence.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.
12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

17. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
19. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which 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, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports 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.

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 psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Corporal Punishment

Corporal punishment is illegal and will 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 students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

SEARCH AND SEIZURE

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

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students Searches

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

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

Seizure of Property

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

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

SCHOOL IMPROVEMENT PROCESS

As a part of the school improvement process, curriculum is reviewed and revised in each of the academic areas to compliment state goals and standards for learning as defined by the Illinois Department of Education. Information on how students are doing toward accomplishing goals in the major learning areas can be known through the school report card sent home with all students and published in the local newspaper. Individual progress will be shared with parents during parent-teacher conferences from standardized testing and locally developed assessment instruments. It is important to realize that the school improvement process is ongoing, and revisions will be necessary on a yearly basis as information is gained. To improve our schools, information will be considered from the Board of Education, administration, internal review teams, faculty, public, and students.

Parents/guardians have the right to request their students' classroom teachers' professional qualifications and whenever their student is assigned to, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PBIS - POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

Elementary students will participate in school-wide systems for support that include proactive strategies for defining, teaching, and supporting appropriate students' behaviors to create positive school environments. Students will be taught the importance of positive behavior across all school settings (hallways, playgrounds, restrooms, buses, cafeterias, gyms, classrooms).

PBIS Pup Pride will focus on the following expectations: Be Kind, Be Safe, and Be Responsible. Students will learn about various positive behaviors through weekly Cool Tool lessons.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

(Updated: November 2021)

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

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

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

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinator:

Joel Hackney
Name
630 Vincennes
Address
618-662-2412
Phone Number
jhackney@floraschools.com
Email Address

Complaint Managers:

Julie Pearce
Name
445 Emory St
Address
618-662-2014
Phone Number
jpearce@floraschools.com
Email Address

Leslie Carder
Name
445 Emory St
Address
618-662-2014
Phone Number
lcarder@floraschools.com
Email Address

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or

providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

HARRASSMENT

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity¹; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

ANIMALS ON SCHOOL PROPERTY

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

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: 618-662-2014

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

FLORA SCHOOL WEBSITE

We are excited about our new website, **floraschools.com**, and hope it will serve as a source of information about our schools. We will be continually adding content to the website so please continue to check it for important school information, upcoming events, and classroom news.

The handbook is not all inclusive in that it cannot possibly address all the possible scenarios that may arise and still be a convenient and understandable guide for students and parents. The Board of Education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations that are not specifically addressed herein.

Permit to Give Medication in Clay County Schools

Clay City Unit #10

Flora Unit #35

North Clay Unit #25

In order to comply with the guidelines recommended by the Illinois Department of Public Health, the Illinois State Board of Education and the Illinois Association of School Nurses for administering medication in school, we need the following information from the licensed prescriber and a written request from the parent/guardian requesting the medication be given during school hours. The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration for those children who require them. In the absence of the school nurse, the administrator or his designee may supervise self-administration of medication as ordered by the licensed prescriber or have the parent/guardian come to the school to administer the medication(s).

A written order for prescription and non-prescription medications must be obtained from the child's licensed prescriber. (Orders should be renewed at least annually for long-term medications, and any changes should be reported in writing.) The order includes:

Student Name _____ Date of Birth _____

Licensed Prescriber _____

Prescriber's Phone # _____ Emergency # _____

Name of Medication _____

Dosage _____

Route of Administration _____

Frequency of Administration _____

Date of Prescription _____ Date of Order _____

Discontinuation _____

Diagnosis _____

Intended Effect of Medication _____

Other Medication Child is Receiving _____

Time Interval for Reevaluation _____

Possible Adverse Effects of This Medication _____

Licensed Prescriber Signature

TO PARENT OR GUARDIAN:

Please sign below to request the above medication be given at school. Medication must be brought to school in a container appropriately labeled by the pharmacy or licensed prescriber, and non-prescription medications ordered by the licensed prescriber should be brought with the original label and the child's name affixed to the container. Only those medications which are necessary to maintain the child in school or must be given during school hours shall be administered. If you have questions, please call the school nurse.

Date _____

Signature of Parent/Guardian

Phone _____

Emergency Phone # _____