

Damiansville Elementary Parent/Guardian & Student Handbook



Home of the DGS Cougars

Damiansville Elementary
101 E. Main Street
Damiansville, IL 62215

2024-2025 School Year

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SECTION 1: INTRODUCTORY INFORMATION AND GENERAL SCHOOL INFORMATION

1.00 DAMIANSVILLE ELEMENTARY MISSION STATEMENT VISION & PHILOSOPHY

Damiansville School values the idea of being a life-long learner. Our community not only encourages their children to learn but is involved in the learning process. Leaders in our school and community provide a learning environment where children will have the opportunity to learn to the best of their ability. The future of our students is one in which they will be able to live and work in an ever-changing global society.

This mission statement is for all of us. We will use it to focus and build morale.

1.01 PURPOSE

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. Changes in State and federal laws may dictate amendments to sources identified in this handbook during the school year. Please see the Board's comprehensive policy manual on the District's website www.dville62.com.

1.02 BOARD OF EDUCATION

The Board of Education of Damiansville Elementary District #62 is directed by law to serve a two-fold service: as elected officials of the State of Illinois and local representatives of taxpayers of the District.

Board Members are:

Tara Horstmann- Board President
thorstmann@dville62.com

Chris Brandmeyer - Board Vice President
cbrandmeyer@dville62.com

Amanda Sauer - Secretary
asauer@dville62.com

Monica Koch
mkoch@dville62.com

Lacey Arentsen
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Doug Netemeyer
dnetemeyer@dville62.com

Nick Borkowski
nborkowski@dville62.com

Barb Wobbe - School Treasurer
bwobbe@dville62.com

The regular business meeting of the Board of Education is held on the third Monday of each month at 7:00 PM at the Damiansville Elementary District #62. Board members are elected by the people of the District to represent them in determining policies governing overall operation of the District. The meetings are open to patrons of our school and guests are cordially invited.

1.03 RIGHTS

Teachers have the right to:

- Establish a classroom structure and routine that provides an appropriate learning environment in light of their strengths and weaknesses.
- Determine and request appropriate behavior from students.
- Ask the Superintendent, parents, or any other appropriate party for help when they need assistance with a student.

Student have the right to:

Be part of a learning environment that is safe, free from unnecessary distraction and disruption, and conducive to learning.

Notice of Nondiscrimination Applicants for admission or employment, students, parents of elementary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Damiansville ESD #62 Public Schools are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Damiansville ESD #62 Public Schools' compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 23 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the applicable Compliance Coordinator below who has been designated by the Damiansville ESD #62 Public Schools to coordinate School District efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504, and the ADA. The Damiansville Public Schools has established grievance procedures for persons unable to

resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request. Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, U.S. Department of Education, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204; phone (312) 886-8434. Our School District's Compliance Coordinator is: Kent Hawley Superintendent (618) 248-5188 Extension 102 101 E Main St. khawley@dville62.com Damiansville, IL 62215

1.04 SCHOOL TERM

Illinois School Law requires a minimum school calendar of 176 days including teacher School Improvement Days, which are approved by the Regional Superintendent of School in order to qualify for state aid. A legal school day, which may be counted toward sharing in state aid, is a minimum of five clock hours.

1.05 SCHOOL HOURS

The school building opens at 7:20AM for students who attend the morning faith formation program. Students should not arrive prior to 7:20AM. Students not attending the morning faith formation program should not arrive until after 7:40 AM and should wait in the school gymnasium for the first bell to ring at 8:20AM. Students should be in their classrooms and seated by 8:25AM (tardy bell). School dismisses at 3:20 PM.

1.06 ENROLLMENT

A child may be enrolled in Kindergarten if five years old on or before September 1st. A child may be enrolled in first grade if six years old on or before September 1st.

Illinois State Law requires that parents/guardians prove a child's age by presenting a certified copy of a birth certificate (not a hospital record). A medical examination no more than 12 months old must be signed by the family physician and presented prior to the first day of school by all Kindergarten, 6th grade and transfer students.

Students enrolling in an Illinois school for the first time must show evidence of immunization against measles, tetanus, diphtheria, polio, pertussis, varivax, hepatitis B and chickenpox (varicella) and are also required by law to have new physical examination by a physician, signed and dated.

Parents/guardians should provide the school with any information that will help teachers to best care for their child's health.

If a child does not comply with the health examination and immunization requirements by October 15 of the current school year, the child must be denied admission to school. The student will be readmitted upon proof of compliance regarding health examination and immunizations.

1.07 VISITORS

All visitors are to report to the office immediately upon arrival at school and receive permission to remain on school property. All visitors may be required to sign a visitors' log, show identification, and wear a visitor's name badge. All visitors must return to the main office to sign out and return their badge before leaving the school. Students from other schools will not be allowed to attend classes.

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

1.08 VOLUNTEERS

All school volunteers must complete the "Volunteer Information Form and Waiver of Liability" and be approved by the school superintendent prior to assisting at the school, in the classroom, or a school-sponsored activity. Forms are available in the school office. Volunteers may be required to complete a background check (at their own expense) and submit the results of such check to the school. Volunteers are required to check in and out at the main office and receive permission before going to their destination.

1.09 EQUAL OPPORTUNITY

Teachers have the right to:

- Establish a classroom structure and routine that provides an appropriate learning environment in light of their strengths and weaknesses.
- Determine and request appropriate behavior from students.
- Ask the Superintendent, parents, or any other appropriate party for help when they need assistance with a student.

Students have the right to:

- Be part of a learning environment that is safe, free from unnecessary distraction and disruption, and conducive to learning.

Notice of Nondiscrimination Applicants for admission or employment, students, parents of elementary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Damiansville ESD #62 Public Schools are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the Damiansville ESD #62 Public Schools' compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 23 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination in Employment Act (ADEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II and III of the Americans with Disabilities Act of 1990 (ADA) is directed to the applicable Compliance Coordinator below who has been designated by the Damiansville ESD #62 Public Schools to coordinate School District efforts to comply with the laws and regulations implementing Title VI, Title IX, the ADEA, Section 504, and the ADA. The Damiansville Public Schools has established grievance procedures for persons unable to resolve problems arising under the statutes above. The Compliance Coordinator for the applicable law, whose name is listed below, will provide information regarding those procedures upon request. Any person who is unable to resolve a problem or grievance arising under the laws and regulations cited above may contact the Office for Civil Rights, U.S. Department of Education, 111 N. Canal Street, Suite 1053, Chicago, IL 60606-7204; phone (312) 886-8434. Our School District's Compliance Coordinator is: Kent Hawley Superintendent (618) 248-5188 Extension 102 101 E Main St. khawley@dville62.com Damiansville, IL 62215

1.10 INVITATIONS AND GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed unless approved by a teacher. Items such as these are of a personal nature and should be handled outside of the school. The office is unable to release addresses, phone numbers and/or email addresses of students and family members.

1.11 WEATHER REPORTS & SCHOOL CANCELLATION

The automated phone system will be used to notify parents/guardians of any school closing or early dismissals. Damiansville Elementary is part of the Clinton County Consortium and because we share bus routes with other schools, the decision is made by the consortium. The automated phone system will call designated numbers to inform everyone within 30 minutes of a decision to close school.

Along with the automated phone messaging system, the school will send out an email via TeacherEase, a text message will be sent along with the phone message and our school Facebook page will be updated. The message on radio stations and name on television stations will be Clinton County Consortium. It will not say or show Damiansville Elementary.

In the case of a closing for non-weather related issues, the automated phone system will again be the primary means of contacting parents/guardians.

For your child's safety, make certain you have an emergency plan in place in case of an early dismissal. If the school is dismissed early for an emergency, all after-school functions are automatically canceled.

1.12 STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Superintendent.

1.13 STUDENT WELLNESS POLICY/TREATS AND SNACKS

In order to promote better health among our students, food and drink brought into the classroom is prohibited unless approved at the teacher's discretion and the administrator's approval. Parties called at the teacher's discretion with the administrator's approval for special occasions will be allowed. Healthy food choices will be encouraged at all celebrations.

Because of the increased number of students with food allergies and seriousness of the matter, please respect the Wellness Policy.

1.14 ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

SECTION 2: ATTENDANCE, PROMOTION AND COURSES

2.00 ATTENDANCE POLICY

Parents are asked to contact the school (618-248-5188 or ekorte@dville62.com) when their child is going to be absent. If the parent does not call or email, the school is required to contact them, at work if necessary. A note stating the reason for the absence, signed by the parent, should accompany the child upon returning to school. Students who have professional appointments during the school day must bring a note from home to give to their teacher, but must check out and back in through the office.

Absence- There are 2 types of absences: excused and unexcused

- **EXCUSED** – Absences will be excused for personal illness, attendance at funerals, professional/doctor’s appointments, observance of a religious holiday, death in the immediate family, family emergencies, other situations beyond the control of the student, or other such circumstances which cause reasonable concern to the parents for the safety or health of the student.
- **UNEXCUSED** – All other absences and any unreported absences are considered unexcused until cleared through the school office. Requests for excused absences for reasons other than those listed in the excused absences section should be made directly to the building administration.
- A note from a physician must be presented for children who miss three days or more
- **PRE-ARRANGED ABSENCE** – Parents who take students out of school for “trips” or “vacations” are required to notify the office **1 (one) week** prior to the absence. Damiansville Elementary strongly discourages parents or guardians from removing students from school while it is in session, except for health or family emergency reasons. In the event it is necessary to remove a student from school for reasons other than health or family emergency, a prearranged absence form must be filled out and signed by the parent/guardian. The prearranged absence form may be obtained in the office and must be on file in the office in advance. Parents may request homework be sent home with their child(ren) in advance of the pre-arranged student absence. Assignments will be given at the discretion of the teacher. These assignments are due upon return unless given special permission by instructors. It is understood that a student may likely suffer academically because of absence from regular classroom instruction. We hope that parents will carefully consider taking students out of school.
- **TARDY** – Students should be in their classrooms by 8:25. Tardiness to school and/or class are counted in a student’s daily attendance. Students who are tardy to school and/or class may be assigned a detention. If a child must leave school early for any reason, a written excuse or email, signed by a parent or guardian must be given to the homeroom teacher and will then be forwarded to the office. Students must sign out from the school office anytime they leave campus. An excused tardy will be the result of a medical appointment or other unavoidable event that can be documented by the parent/guardians with a note, email, or phone call. An unexcused tardy will be the result of a late arrival that is not a medical appointment or unavoidable event. Students are considered tardy if they miss anywhere from 1-62 minutes of school. If they miss between 63-150 minutes, they are considered absent for half of the day. If they miss more than 151 minutes of school, they are considered absent for the entire day. The District must follow these guidelines in order to satisfy the Illinois State Code.

2.01 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. Chronic truancy is defined as a child who is absent without valid causes for 5% of the last 180 school days. Illinois law provides that parents can be fined or imprisoned by the court if they allow a child to be truant. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or fine of up to \$15,000.

Per the Regional Office of Education’s (ROE) policy, if a student has 5-8 unexcused absences, a warning letter will be sent to the student’s parents guardians and a letter will also be sent to the ROE’s Regular Attendance Program (RAP). The school will exhaust all district supportive services in an effort to remedy the truancy problem. After nine unexcused absences, another letter will be sent to the student’s parents/guardians and a letter will also be sent to the ROE’s RAP. An educational advocate of the Regional Office of Education will make a follow-up visit/contact to reinforce the information contained in the first notice. If, after exhausting all available resources, the student is continuing to exhibit truant behavior, the student and parent or legal guardian will be required to meet before the Regional Truancy Board to review the reasons

and consequences of the child's truant behavior. This meeting will be held in the appropriate county and will be presided over by the Regional Truant Officer. If you would like more information about the RAP program, please contact the office.

All unexcused absences go back 180 school days.

2.02 EXCESSIVE ABSENTEEISM

According to the State Board of Education, ***Excessive Absenteeism is defined as those students who have missed 5% out of the last 180 school days.***

State law also states that a school district may, at any time, require a health examination (paid by parent/guardian) if the school deems necessary. Therefore, during the school year, the school will be requiring medical documentation once a student has missed over 5% of the current school year (unless doctor notes have already been received) and a parent will be required to come in during school hours for a conference. The conference will be held with the school administrator and classroom teacher. The purpose will be to discuss the reasons for those absences. At this time parents/guardians will be given a physical form and be required to take their child to a physician for a complete physical. This form will need to be completed and signed by a doctor and returned to school within two weeks.

If a conference is held and a student continues to be absent from school, the Regional Office of Education will be notified, and a truancy petition will be filed.

The school will make every effort to inform parents of excessive student absences. However, it is the responsibility of the parent to see that their child is in regular attendance. The law is specific in that the parent has the obligation to see that their child is in school.

Regular attendance is mandatory for the successful completion of school. All parents/guardians will be notified on the report card of the number of absences the student has accumulated. Students participating in school-sponsored activities such as field trips, athletic events, etc., will be excused from classes and are responsible for completing missed assignments.

2.03 ACTIVITIES AND MAKE-UP WORK

When a student is absent, he/she will not be allowed to participate in any extracurricular activity, unless there is permission from school administration. Excessive absences may result in the awarding of a diploma at the end of 8th grade, but participation in graduation ceremonies may not be granted.

For all absences, a student will be permitted to make up any missed work, including homework and tests. The student is responsible for obtaining assignments from his/her teachers.

Arranging Make-Up Work

All assignments and tests missed due to absence must be made up, regardless of the reason for a student's absence. Students will generally be allowed the number of days absent, not to exceed one week, to make up work missed due to absence. However, students may be required to take previously announced tests or turn in long-term assignments and projects on the day they return to school.

It is the responsibility of each student to get class notes or other material missed due to an absence. The student's teacher or other students may be contacted to get these materials. Students should be fully prepared to take any announced exam that was scheduled before his/her absence. The following guidelines should be used in setting deadlines for completion of make-up work:

- If a student will be out of school, the parent/guardian should contact the school before 9:00 a.m. Assignments will be available for pickup after 2:45 p.m. that day.
- If a student will be absent for an extended period of time for family/personal reasons, the parent should make contact with the individual classroom teacher prior to the absence to make arrangements for make-up work.
- Given one day's notice, a student may be required to take a test or complete other make-up work at a prearranged time. The penalty for not completing this work will be decided by the teacher. The student must meet deadlines for tests and class work. It is the student's responsibility to be aware of all class assignments.
- For school-initiated absences (field trips, contests, performances, etc.), assignments and exams may be required in advance or as soon as the student returns to class. It is the student's responsibility to be aware of any work missed or announced during an absence of this nature. A student may be excluded from participation in any activity if involvement in that activity is unduly interfering with academic performance. Contact the teacher, sponsor, or coach as early as possible to discuss any such problems.

2.04 HOME AND HOSPICE/HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or licensed advance 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.

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 the Superintendent.

2.05 GRADING AND PROMOTION

The decision to promote a student to the next grade level is based on the successful completion of the core curriculum, attendance, performance on standardized tests, and other testing. A student will not be promoted based on age or any other reason not related to academic performance. Parental/guardian input will be sought in all situations wherein retention may be a possibility.

2.06 RETENTION

School report cards are issued on a quarterly basis. Every teacher shall maintain an evaluation record for each student in the teacher's classroom. For questions regarding grades and academic progress, parents should contact the classroom teacher.

Retaining students is a serious action. Factors to be considered in retention include: grades, attendance, benchmark testing and teacher recommendation. Parents/Guardians will be notified by April 1 if the teacher believes there is a possibility the child will be retained. In order to prevent retention, a plan will be developed to assist the child and will involve parents/guardians. If retention is being considered, a conference with the teacher, parent/guardians and administration will be held. The final decision will rest with the school administration.

2.07 PHYSICAL EDUCATION

All children are required by law to take an active part in the physical education program. All students should have a pair of tennis shoes to wear in the gymnasium. If a student must be excused from P.E. for more than three days because of an injury, a doctor's note is required. A doctor's note is also required for a student to come back after an injury.

Exemption from Physical Education Requirement

A student in grades 6-8 who is eligible for special education may be excused from physical education courses if:

- The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
- The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

SECTION 3: STUDENT FEES, MEALS COSTS AND LUNCH PROCEDURES

3.00 FINES, FEES AND CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school and instruction.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The superintendent will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Superintendent.

3.01 LUNCH PROGRAM

Damiansville Elementary District #62 in cooperation with the US Department of Agriculture will follow the guideline policies set by the U.S.D.A. to provide free and reduced price lunches to children whose family cannot afford the price of the school lunch. Students who receive a free or reduced price lunch do so anonymously.

A nutritious lunch is served each day in the cafeteria. The lunch price is \$3.25 for students and \$4.00 for teachers/staff. The school lunch includes an entrée, carbohydrate serving, vegetable/fruit serving, and a carton of milk (choice of 1% white milk or ½% chocolate). Students who wish to bring lunch may purchase milk for \$.40. **Soda is not permitted in the lunchroom.**

- **Milk Break - Grade K-5-** *The purpose of having a short milk break is to provide a brief nutrition break for students. Students will be permitted to have milk, juice, and a small, nutritious snack during this time.*
- *The milk/juice at milk break is NOT included as part of the free or reduced lunch program.*
- **Treats for birthdays** and other special occasions should be store bought and in accordance with the wellness policy adopted by the Board of Education. All treats should be brought to the office.

Online payments are available via Teacherease. The cafeteria system is a prepaid system, all students should have money added to their account prior to the start of the school year and should maintain funds in the account during the school year. Teacherease will send reminder emails when account balances are low.

3.02 RECESS

Recess is the period before or after lunch when students are given leisure time to be used for appropriate recreation. During this time period, the students are expected to follow the rules for recess and work on fair play and getting along with others.

During recess, all students are encouraged to go outside. The exceptions are as follows

1. Students who are ill or under a doctor's care and have a note from the doctor or parent/guardian advising of such.
2. Students who have a note from a teacher to participate in an activity or discipline action.
3. Students/classes chosen by the supervisor to partake in indoor recess in the classrooms and/or gym

3.03 BOOK, REGISTRATION AND TECHNOLOGY FEES

Book, registration, and technology fees are \$190.00 per year per student. Students who lose a book will be charged a replacement fee based on the condition of the book. Book bills will be sent as a reminder to families to pay.

Fees can be paid after July 1. Arrangements can be made with the bookkeeper if an installment of payments is needed.

Damiansville Elementary will provide free books, registration and technology to any student who qualifies for the free lunch program and whose parent/guardian signs the appropriate waiver form.

Check should be made payable to Damiansville Elementary #62. If a textbook or workbook is damaged or lost, the student will be issued another and charged for the cost of the textbook or workbook.

All money received will be applied to books and technology fees prior to extracurricular fees.

SECTION 4: TRANSPORTATION, BUS RULES AND PARKING

4.00 TRANSPORTATION

Many students must be transported to school by bus. Bus transportation is provided free of charge for students who live 1.5 miles or more from school or if there is a state-approved (IDOT) hazard. The bus will start its route at approximately 6:45 a.m. Different time schedules may be necessary when water or other obstacles make roads impassable. Families will be apprised of any changes to the bus schedule.

Bus Service

- *All bus riders must ride the assigned bus to and from school.*
- *Bus riders must get on and off the bus at their assigned loading point unless there is written permission from their parents.*
- *Bus riders having a friend ride the bus to or from school must have written permission from their parents.*
- *The driver's primary responsibility is to the road conditions and traffic for the safety of transporting the students. When the driver's attention is distracted by misconduct, everyone is put in jeopardy.*
- *The driver is not required to wait at any loading point. Students must, therefore, be ready to board the bus five (5) minutes ahead of the designated stop time.*
- *Bus service will be available if inclement weather causes early dismissal.*

Bicycles

Bicycles may be parked in the bicycle racks located at school. Bicycles should always be locked when unattended. Ride safely by observing the following practices:

- Obey all traffic signs and regulations
- Yield to motor vehicles and pedestrians.
- Do not ride near vehicles parked in the parking lot.
- Use designated school crossing areas.

Private Transportation

Students may accept private transportation to or from school only as arranged by their custodial parents. Parents should notify the office of any transportation arrangements made with anyone other than a parent/guardian or school-provided transportation.

4.01 BUS RULES

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 an incident reported to the office, the school administrator will investigate and assign appropriate consequences.

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

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

- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Be waiting at the bus stop on time.
- Enter and exit the bus only when the bus is fully stopped.
- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
- Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
- Eating is not permitted on the bus.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Keep the bus neat and clean.
- Never tamper with, damage, or deface anything in or on the bus.
- Cross at least ten feet in front of the bus when the driver signals.
- Move away from the bus door quickly after unloading. Stay clear of the rear wheels. Never walk behind or hold onto the bus.
- Do not talk to the driver unless it is an emergency.
- In the event of an emergency, stay on the bus and await instructions from the bus driver.
- Use emergency door only in an emergency.

Bus Discipline

The driver may report students who refuse to follow the bus rules or maintain appropriate behavior to the school administration for disciplinary action.

Bus Misconduct

Gross disobedience or misconduct providing grounds for suspension riding the school bus include:

- Prohibited student conduct as defined in the Student Discipline policies.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of the bus driver's or other supervisor's directives.
- Such other behavior as deemed by the administration.

4.02 PARKING

Parents/guardians dropping off students may do so at the north entrance to the school between the hours of 7:20 and 8:20. Those picking up students may enter the back of the school from the west side and wait in the pick up line to pick up students at the south gym door at 3:20 PM. If picking up or dropping off during the school day, parents/guardians may park in the north parking area or on the east side of the building, using street parking. Illinois State Law prohibits the use of cell phones while driving in school zones, regardless of hands-free mode.

SECTION 5 : HEALTH AND SAFETY

5.00 HEALTH

Students who have had a fever over 100.4 degrees Fahrenheit, unless advised differently by the CDC or IDPH, in the past 24 hours should remain at home until they are fever-free for 24 hours without medication. A child with a fever may be contagious and should remain at home.

Students who have been vomiting or have had contagious (viral or bacterial) diarrhea must remain home until they are 24 hours without an episode.

5.01 IMMUNIZATION, HEALTH, VISION AND DENTAL

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 grade; 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 grade 6. 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.

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.

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.

5.02 STUDENT MEDICATIONS

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." Forms are available in the school office. 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. A new form must be completed for each school year and signed by the licensed health care provider.

Furthermore, the prescription and a parent/guardian note must accompany the Student Medical Authorization Form and the medication must be kept in the school office in its original container.

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. Damiansville Elementary 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 Damiansville Elementary 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.

Employees will give epinephrine injections in an emergency situation. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

5.03 GUIDANCE AND COUNSELING

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Classroom teachers or administration may be contacted to initiate guidance and counseling services.

5.04 SAFETY DRILL PROCEDURES

Safety drills will occur at times established by the 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.

5.05 ASBESTOS

In accordance with the Asbestos Hazard Emergency Response Act, Damiansville School District #62 has developed and submitted an asbestos management plan. Copies of a school's management plan are available in the school office.

5.06 COMMUNICABLE DISEASE

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

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

5.07 FIRST AID

First Aid Supplies are kept in the school office. The school secretary or administrator will attend to a student needing first aid.

When a child becomes ill or injured at school, contact will be made with a parent/guardian. If in the opinion of a school employee, emergency personnel are needed, 911 will be called.

5.08 HEAD LICE

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by administration and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

5.09 CPR TRAINING

AED and CPR Video Training can be found on the IHSA website. A video on hands-only cardiopulmonary resuscitation and automated external defibrillators is posted. We encourage parents/guardians and staff to view it at: <https://www.ihsa.org/Resources/Sports-Medicine/CPR-Training>. Staff will also complete training conducted by the American Red Cross.

SECTION 6 : DISCIPLINE, CONDUCT AND DRESS CODE

To promote and foster student self-discipline, the staff of Damiansville School will diligently recognize and reward exceptional student behaviors and hold students responsible for their conduct. Damiansville Elementary School is a place where teachers can teach, and children can learn. We are committed to this ideal.

6.00 GENERAL RULES

1. Students must respect the authority of all school employees.
2. Students must respect self, others, and school properties.
3. Students must be kind in speech to one another.
4. Students may not use profanity at any time.
5. Students must keep hands and feet to themselves and refrain from physical contact.
6. Students must be quiet while loading buses and during all emergency drills.
7. Water guns, play guns, and/or real guns are not permitted at school.
8. Gum and candy are prohibited anywhere in the building, unless special permission is granted.
9. Students shall not run, talk loudly, or yell in the hallways nor shall they push, shove or hit others.
10. Students shall not write on walls, desks, computers or destroy or deface school property.
11. Electronic Devices must be turned off and placed in lockers or backpacks if brought to school. An electronic device includes, but is not limited to, the following: cell phone, smart phone, smart watch, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Cell phone usage is not permitted upon entering the building. If a student uses a cell phone or smart watch on the school campus (with the exception of being picked up from extracurricular activities after school hours), it will be confiscated and a parent/guardian will be asked to pick it up from the school office. After

a second cell phone or smart watch offense, a conduct detention will be administered and the cell phone or smart watch will have to be picked up by a parent/guardian in the school office, A third offense will result in the same consequence as the second, and the student will be required to check the cell phone or smart watch into the office on a daily basis if brought to school.

12. Administration does not recommend students bring electronic equipment to school. If a student uses such equipment for inappropriate purposes (internet without permission, gaming, social media, etc.) it will be confiscated and a parent/guardian will be called to pick it up from the office.
13. Students may not leave the campus during the school day without presenting a dated note and must sign out in the office and sign in upon return to school.
14. Students must follow discipline plans established by classroom teachers.
15. Using, possessing, distributing, purchasing or selling tobacco materials or electronic cigarettes, alcoholic beverages or any illegal drug is prohibited.
16. Damiansville Elementary is not responsible for lost or stolen electronic equipment.
17. Cell phones/smart devices are not permitted for student use upon entering the building. Devices must be powered off and stored upon entering the school building.
18. Come to school prepared.
19. Items that are not intended for school/curriculum use are not permitted without prior permission from a teacher.

6.01 CAFETERIA RULES

In addition to the General Rules, the following rules apply in the cafeteria:

1. Students must follow the instructions of the lunchroom teachers and show proper respect toward all cafeteria personnel.
2. Students must clean up their area before leaving.
3. Students may not trade food or give food to others as this is a health safety concern.
4. Students must talk in a conversational tone.
5. Students must stay at their table until they are dismissed.
6. Students shall return all dishes, trays, and utensils.
7. Students shall place all disposable items in the trash can.
8. Trays shall be stacked neatly after placing silverware in its proper container.
9. No food shall leave the cafeteria.
10. Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

6.02 CLASSROOM RULES

Classroom rules will be posted in all classrooms and will include the general school rules. The classroom teacher will set rules and use discretion for inappropriate classroom behavior. The teacher will communicate this to both student and parent/guardian. Classroom teachers establish specific codes of conduct for their classrooms; these rules must be followed:

1. Students must follow the specific classroom discipline plan provided by the teacher(s)
2. Students must be punctual and orderly while in the classroom
3. Students must be respectful to all.
4. Students must be helpful by cleaning up at the end of each day.
5. Homework must be completed on time.

6.03 PLAYGROUND RULES

1. Students must go to the playground in an orderly manner.
2. Students must respect all school employees and students while on the playground.
3. The playground supervisor should be told about problems or injuries.
4. The playground supervisor will communicate problems to the classroom teacher, who will contact parents/guardians and or the administration to discuss problems when necessary.
5. Students may not return to the building unless a supervisor gives them permission.
6. Students must respect school property.
7. Students may not play in puddles, snowmounds, or throw snowballs.
8. Students must line up immediately when the whistle is blown by the supervisor.

6.04 BEHAVIORAL CONSEQUENCES

1. Disciplinary conference.
2. Notification of parents.
3. Withholding of privileges.
4. Seizure of contraband.
5. Temporary removal from the classroom.
6. Detention (provided the student's parent/guardian has been notified). If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the principal/superintendent or designee.
7. In-school suspension.
8. Suspension from school and all school activities for up to 10 days (provided that appropriate policies and procedures are followed). A suspended student is prohibited from being on school grounds.
9. Suspension of bus riding privileges (provided that appropriate policies and procedures are followed).
10. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years (provided that appropriate procedures are followed). An expelled student is prohibited from being on school grounds.
11. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons (Board Policy 7:190-AP3).
12. Notifying parents/guardians.
13. A student may be transferred to an alternative school program if the student is expelled or otherwise qualified for the transfer under state law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

6.05 CHEATING

Cheating in any form is strictly prohibited. Students found cheating or helping another student cheat will receive a conduct detention. Other consequences may also be assigned.

Engaging in academic dishonesty, including cheating, intentionally plagiarizing and wrongfully obtaining test copies or scores is prohibited.

6.06 DRESS CODE AND STUDENT APPEARANCE

Damiansville School District 62 believes that teaching and learning are the most important reasons to be in school. 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. In order to promote a clear understanding of the school's expectations regarding dress and appearance, the following guidelines are provided:

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hats, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day.
4. No hats or head cover (including the hoodie of a sweatshirt) are to be worn inside during the school day. Teachers and administration reserve the right to have students place hats or head cover in their locker if necessary.
5. Hair styles, dress, and accessories that pose a safety hazard are not permitted during physical education.
6. Pants, shorts, and skirts must be worn pulled up to the waist.
7. Bellies and backsides must be covered when sitting, standing, or when arms are raised.
8. Halter-tops, bare midriffs, racerbacks, tank tops and tube tops are not permitted. Shirts must have sleeves, either long or short (sleeveless is not permitted)
9. It is highly recommended that students in all grades wear spandex shorts under their dresses or skirts to conceal under garments during recess and PE.
10. Fishnet style or see-through shirts, blouses or leggings are not permitted.
11. Footwear- it is strongly recommended that students wear tennis shoes to school to maximize PE time and to encourage safety and comfort. Flip flops are not allowed. High Heels and open-toe shoes and shoes without a back are discouraged.
12. Tennis shoes must be worn for physical education at all times.
13. Pajama pants, clothes similar to pajama pants and drawstring flannel pants are only permitted under special circumstances.

14. Clothing that fails to adequately cover the body will not be permitted.
15. Damiansville Elementary is an air conditioned facility; therefore, shorts are not to be worn, with the following exceptions:
 - Shorts may be worn from March 1 - Fall/Thanksgiving Break
 - Field Trips (with teacher written permission)
 - Physical Education classes, with teacher permission
 - Special circumstances as noted by the superintendent
16. When shorts, skirts or skorts are worn, the following guidelines apply
 - Shorts and skirts are to be of modest length
 - Shorts must be worn under skirts or dresses
 - Spandex, biker shorts or tight fitting shorts or skirts are not permitted
 - Slits, cuts, holes or mesh with exposed skin above the knee of any shorts, skirts, jeans or pants are not permitted
 - Running/athletic shorts will be allowed to be worn; however, students and parents/guardians must realize that the administration has the final determination if any shorts are deemed not appropriate for school.
17. If there is any doubt about dress and appearance, the building principal/superintendent will make the final decision.
18. A 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 to discipline.

6.07 DRESS CODE VIOLATION CONSEQUENCES

Students who arrive at school wearing inappropriate clothing items will be addressed and parents/guardians contacted as needed. Consequences will be assigned as necessary. If students have any questions regarding acceptability of a particular item of clothing, check with the principal/superintendent before wearing the items to school.

6.08 FIELD TRIPS

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

No electronic devices will be allowed on field trips. Field trips are a day of learning for the child and class, students' siblings are encouraged not to attend. Field trips are considered a school attendance day. Any student that does not attend without an excused note citing an appropriate reason will be considered unexcused. (See 2.0)

6.09 FIELD TRIPS AND CHAPERONES

Parents/guardians are welcome as chaperones for field trips. The teacher(s) involved in planning the trip will determine the number of chaperones required for supervision of students. Not all field trip destinations are appropriate for more than the class and few chaperones. Bus transportation may not be available for all of the chaperones. Chaperones are encouraged to attend to the students at all times and should report student problems to the teacher in charge of the trip.

Board policy requires appropriate behavior by all adults in contact with students. Obscene or vulgar language, smoking or use of tobacco products, and the consumption, possession, distribution or act of being under the influence of alcohol or other drugs is prohibited by adults who come in contact with our students. While some field trip locations may provide opportunity for adults to purchase or use these substances, the adult must refrain from doing so while acting as a chaperone.

6.10 STUDENT DISCIPLINE

Chapter 122, Illinois Revised Statutes, Section 24-24 of the Illinois School Code empowers Damiansville Elementary District #62 Board of Education to establish reasonable rules for maintenance of student discipline. Section 24-24 states:

Teachers, other certificated educational employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. Nothing in this Section affects the power of the board to establish rules with respect to discipline; except that each board shall establish a policy on discipline. The board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extracurricular school events.

6.11 STUDENT MANAGEMENT

Student management means the actions of the professional staff that are necessary to maintain an orderly school climate, which is necessary for learning to take place. Each student attending Damiansville Elementary #62 is expected to follow all rules, regulations, policies and classroom rules outlining appropriate student behavior.

Parent/Guardian & Student Handbook rules apply to all school sponsored events, including activities occurring off campus.

See "Consequences for Misconduct" section to learn how inappropriate behavior will be handled.

6.12 UNEXPECTED CIRCUMSTANCES

The administrators have the right to discipline for the unexpected- this includes situations that could not have been anticipated to be addressed in the Parent/Guardian & Student Handbook.

6.13 PREVENTION AND RESPONSE TO STUDENT BULLYING, INTIMIDATION, HARASSMENT

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, 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.

Complaint Managers:

Name: Kent Hawley, Superintendent
Address: 101 E. Main Street, Damiansville, IL 62215
Email: khawley@dville62.com
Telephone: 618-248-5188

Name: Amanda Beer, Principal
Address: 101 E. Main Street, Damiansville, IL 62215
Email: abeer@dville62.com
Telephone: 618-248-5188

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.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.³

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

6.14 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important goal for Damiansville Elementary #62. Damiansville Elementary does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure. Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

6.15 Sexual Harassment & Teen Dating Violence 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; physical appearance; socioeconomic status; academic status; 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.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

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.

Complaint Managers:

Name: Kent Hawley, Superintendent
Address: 101 E. Main Street, Damiansville, IL 62215
Email: khawley@dville62.com
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Name: Amanda Beer, Principal
Address: 101 E. Main Street, Damiansville, IL 62215
Email: abeer@dville62.com
Telephone: 618-248-5188

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

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

SECTION 7: CONSEQUENCES FOR MISCONDUCT

If rules listed under "Discipline, Conduct and Dress Code" are not obeyed by students, consequences will be administered. Consequences for not following the rules may include a warning, loss of recess, loss of extra-curricular

privileges, conference with the child and parent/guardian, after school detention, in-school suspension and or external suspension up to and including expulsion.

7.00 CORPORAL PUNISHMENT

Corporal punishment will not be administered at Damiansville Elementary #62.

7.01 DETENTION

Detention is time served after regular school hours as a consequence to inappropriate behavior. Detention is supervised by a certified school employee and a 24 hour notice is given to a parent/guardian before detention is served. Detentions are held on Monday-Thursday. Good judgment will be used if the parent/guardian has an important prior commitment, however, the detention must be served as soon as possible.

The classroom teacher or administrator may assign a detention. Other teacher or playground supervisors who find cause by assigning detention to a student will first discuss with the classroom teacher or an administrator before detention is assigned. Homework detentions run from 3:25 - 3:55 pm and conduct detentions run from 3:25 - 4:25 pm.

The following rules will apply to homework detentions:

- Missing/late/incomplete assignments #1, #2, #3 - warnings
- Missing/late/incomplete assignments #4, #5, #6 - recess detention (student stays in at recess)
- Missing/late/incomplete assignments #7, #8 - 30 minute homework detention (3:25-3:55pm)
- Missing/late/incomplete assignments #9 - 1 hour homework detention (3:25-4:25 pm)
 - Anything in excess of 9 missing/late/incomplete assignments will result in a student/parent/guardian/teacher and administrator conference to discuss how success can be attained.
- Missing/late/incomplete assignment #9 - tutoring plan created (this could take place during recess or after school)
- Each quarter all students start "fresh" and start over in regards to missing assignments.
- Students must turn in the missing/late/incomplete assignment the next class meeting or this results in another missing assignment

7.02 DETENTION PROCESS

Steps in the detention process:

1. After a detention has been assigned, a parent/guardian contact will be made.
2. After school detentions must be served the following school day, Monday - Thursday, unless an administrator has approved a later date. Detentions are not served on Fridays.
3. Parents/Guardians can see communication about missing assignments in the behavior log on Teacherease, which will also send an email.
4. Two conduct detentions will result in a conference with the student, parents/guardians, teachers, and an administrator.
5. See Extracurricular Expectations 10.0 for details regarding conduct and extracurricular activities.
6. Repeated detentions may result in an in-school and/or out-of-school suspension

7.03 DETENTION RULES

1. Any type of detention takes precedence over other school activities, including extracurriculars.
2. Students must be silent during detention.
3. During homework detention, students must be prepared to do homework or read a book.
4. During a conduct detention, students must complete a Detention Assignment - Reflection sheet.
5. Students may only leave the detention room with teacher's permission.
6. Every effort will be made to apply this rule in 6-8 grade
7. Detentions will be used with discretion in grades 1-5.

7.04 IN-SCHOOL SUSPENSION

In-school suspension is used for more serious offenses or for students who have repeatedly caused problems. In-school suspension will include being removed from the school population with class work in a supervised area. The principal/superintendent may assign an in-school suspension. Teachers will supply classroom work/activities, and the student will work on assignments throughout the day. Credit will be awarded for work completed and turned into the classroom teacher.

7.05 OUT OF SCHOOL SUSPENSION AND EXPULSION

Any student who is disobedient or insubordinate or who gives evidence of inappropriate behavior may be suspended by the principal/superintendent:

- Short-Term Out-of-School Suspension includes 1-3 day suspensions
- Long-Term Out-of-School Suspension includes 4-10 day suspension

Suspensions will be reported immediately to the Board of Education and the student's parents or guardians, along with a full statement of the reasons for the suspension, the length of the suspension and how the misconduct poses a threat or disruption of other students' learning opportunities.

Student policy in regard to suspension and expulsion will follow the provisions in Chapter 122, Article 10, Section 22.6 of the Illinois School Code with applicable rules and regulations of the Illinois Board of Education and the Board of Education of Damiansville Elementary #62. Long-term suspension may be assigned if appropriate behavioral and disciplinary interventions have been exhausted, and the student's continued presence in school would either (a) pose a threat to the safety of other students, staff, or members of the school community; or (b) substantially disrupt, impede, or interfere with the operation of the school.

The parents or guardians of the suspended student shall be informed of the due process procedures and of their right to have a review of the suspension by the Board of Education. The principal/superintendent shall inform the Board of Education if the parents or guardians wish to request or waive the review.

- Students who are suspended will be required to meet with the principal/superintendent prior to re-engaging in school activities.
- During the period of suspension, the student may not be on school grounds and may not attend or participate in any school activities.
- Credit will be given for classroom work missed due to a suspension.
- Additional services (counseling, tutoring or other related services) may be provided that will assist the student.

Expulsion

A student may be expelled only by the Board of Education on recommendation of the principal/superintendent. Expulsions will be on a case by case basis and evaluated on how the misconduct and student's continued presence in the building poses a threat or disruption to other students' learning or impacts student safety.

Before an expulsion occurs, the student's parent/guardian will be requested to appear at a meeting of the Board of Education, or a meeting with a hearing officer appointed by the Board, to discuss the child's behavior. Such a request shall be made by certified mail and shall state the time, place, and purpose of the meeting.

The Board or the hearing officer appointed by the Board at such a meeting shall state the reasons for the expulsion. The Board will issue a written expulsion decision that details the specific reasons why removing the student from the learning environment is in the best interest of the school. The decision shall include a rationale as to the specific duration of the expulsion.

SECTION 8: INTERNET, TECHNOLOGY AND PUBLICATIONS

8.00 ACCEPTABLE USE OF ELECTRONIC NETWORKS

Electronic information resources which include but are not limited to student email, the internet, desktop computers, laptops, Chromebooks and other network files or accounts are available to students of the District. It is the goal of the District to provide current technology in communications and electronic services to all students in order to promote education, efficiency, information sharing, and a cooperative and innovative environment.

All of the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The user is responsible for his or her actions and activities involving the electronic networks. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

8.01 NON-SCHOOL SPONSORED PUBLICATIONS/WEBSITES

For purposes of this section, a publication includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium, or combinations of these whether offline or online or (3) information or material on electronic devices.

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students¹; or
6. Incites students to violate any Board policies.

Accessing or distributing on-campus includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

8.02 ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS AND WEBSITES

School authorities may not require a student or parent/guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.

8.03 USE OF ARTIFICIAL INTELLIGENCE

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

SECTION 9: SEARCH AND SEIZURE

9.00 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 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.

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.

The principal/superintendent 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.

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.

9.01 SEARCH LOCKER POLICY

School lockers are owned and controlled by the Damiansville Elementary School District #62 and locker inspections may occur periodically throughout the school year.

9.02 VALUABLES

Bicycles should be secured with a chain and padlock at the bike rack. Bike racks are not monitored and the school is not responsible for loss.

If a child brings a large sum of money to school, it should be given to the teacher, or kept in the office for safekeeping. No money or valuables should be kept in a desk or locker during the school day.

SECTION 10: ATHLETICS AND EXTRACURRICULAR ACTIVITIES

10.00 EXTRACURRICULAR ACTIVITIES

Extracurricular activities shall mean any activity: academic, sports, band or other, which meets on a regular basis, after school hours, for the purposes of competition preparation, program or events. The activities must be sponsored by Damiansville Elementary #62 or the Albers/Damiansville Co-op to be considered an extracurricular activity.

All students who participate in extracurricular activities must maintain a passing grade in all classes. The rules stated in Section 10 are in alignment with the Albers/Damiansville Sports Co-Op Handbook.

10.01 ELIGIBILITY

Students' grades will be checked every Monday morning. In order to be eligible to participate in extracurricular activities, a student must maintain a C average or higher, for the following 5 core subject areas: Reading, Language Arts, Math, Science, and Social Studies; and the individual core subject average may not be lower than a D. Each student's grades will be evaluated two weeks prior to the start of the season. Thereafter, each student's grades will be re-evaluated on a weekly basis. If any such weekly evaluations show that a student's 5 core subject grade average is below a C, or if any individual core average is a D or lower, he/she will be initially ineligible for a period of one week until they raise their 5 core subject grade point average to a C, and their subject average to at least a D. **He/she may not attend practices or games.** If the 5 core subject average has returned to an overall C at the weekly evaluation with no F core subject average, the student may again participate. If an athlete is ineligible at the end of a quarter, they will remain ineligible for the first week of the following quarter. Grades will be checked again and if the ineligible student meets the criteria, they will be reinstated.

Ineligibility notification to parents will be given in the form of a phone call or email home on Monday and/or a letter to the parent/guardian. After a one week period, the student's academic progress will be re-evaluated. If the student still has not met the above requirement for eligibility, another one-week suspension from all extra-curricular activities will take place. If a student is ineligible for 3 weeks during the season, a decision will be made between the administration and the coach as to whether the student will be eligible to continue to participate on the team.

10.02 ATHLETIC PARTICIPATION

Attendance: A student who is absent and has not returned to complete the second half of the school day (last 150 minutes of instructional time) may not participate in extracurricular activities on that date. Exceptions to this rule are school related activities, doctor or dentist appointments (with note), and other reasons approved by the Superintendent or designee.

Health Certificates: Students who intend to participate in athletics are required to undergo annual health examinations prior to participation and file current copies with the school office. Medical examination forms may be obtained from the school office.

- Participation includes practices and events.
- Annual Health Examinations are good for 13 months

Physician's Approval after Injury or Illness: Any student who has missed one week of school or athletics contest due to being under a doctor's care, must have a signed statement by the doctor releasing the student from the doctor's care on file with the athletic director.

10.03 ACTIVITY FEES

The Damiansville Elementary #62 School Board of Education approved the following fees regarding school teams and activities.

Activity fees for **2024-2025** are as follows:

- Basketball - \$75.00
- Volleyball - \$75.00
- Cheerleading - \$75.00
- Track - \$35.00
- Cross Country - \$35.00
- Baseball - \$35.00
- Softball - \$35.00
- Golf - \$35.00
- Bowling- \$35.00
- Scholar Bowl - \$25.00
- Band - \$25.00

All fees must be paid by the 3rd practice of the season that a student-athlete is participating. These fees may include, but are not limited to: sports, technology, registration and lunch fees. If these fees are not paid, the student-athlete may not participate in any extra-curricular activity until the fees are paid in full.

10:04 ATHLETIC EVENT ATTENDANCE

Rules: All students who wish to attend athletic events at Damiansville Elementary or Albers Elementary must abide by the behavior guidelines as stated in the Parent/Guardian & Student Handbook (General Rules 6.0). Students must be in fourth grade or higher to attend games without a parent/guardian or high school age chaperone and must be at least fifth grade (or a fourth grade athlete) to ride on the bus for away activities.

Violation of behavior rules: Students who violate the behavior guidelines will be warned once by the game supervisor and may be asked to miss one game. For the second offense, a student will be banned from two games. For a third offense, a student will be banned from games for the remainder of the season. The administrator will call the parents/guardians to notify them of the warning before the first suspension.

Violation of academic rules: students who are deemed ineligible because of poor academic performance may not attend practice or games in any manner.

10.05 PARENT/GUARDIAN EXPECTATIONS

Be supportive of your child and the team

- Volunteer for assistance at games (Concession Stand or Pass Gate)
- Keep all children not in uniform off of the gym floor at all times
- Keep all children not in uniform in seats during play
- Have a positive attitude at school functions

Albers Elementary School and Damiansville Elementary School will not tolerate parental unsportsmanlike conduct at any district extracurricular event, regardless of where it is held. Unsportsmanlike conduct is defined as "any action, either physical or verbal, that is construed as vulgar, obscene, confrontational, threatening, or inappropriate." Examples

include, but are not limited to, the berating or confronting of officials, the use of obscene, abusive or derogatory language, and other forms of disorderly conduct. Behavior judgments will be based on an observation made by the supervisor of the event, district administration, Athletic Director, referees, other coaches, other school administrators, and/or the Albers or Damiansville Board of Education.

Per the SIJHSAA, the following rules, taken directly from the SIJHSAA website, will apply if an athlete, coach or fan/spectator are ejected. Beginning with the 2023-2024 school year, the length of suspensions will increase for fans, coaches, and players who have been ejected from an event.

For a first ejection of the school year:

1. A fan ejection will increase from a 2-game suspension to 3 games.
2. A player ejection will increase from a 1-game suspension to 2 games.
3. A coach ejection will increase from a 1-game suspension to 2 games.

For multiple ejections in the same school year:

1. Any fan who is ejected twice (2 times) will result in the fan not being allowed to attend any SIJHSAA event for the remainder of the school year.
2. Any player who is ejected twice will result in a 4-game suspension.
3. Any coach who is ejected twice will result in a 4-game suspension.

Also, any fan, player, or coach who has been ejected from a SIJHSAA event must complete the Sportsmanship Course on the NFHS website before being permitted to attend any SIJHSAA events. The course completion certificate must be submitted to their home school to complete the period and terms of the suspension.

Any school in SIJHSAA that is found to not enforce these suspensions and comply with these terms may face consequences from SIJHSAA.

10.06 TRANSPORTATION EXTRACURRICULAR EVENTS

All participants shall be transported to and from the extracurricular events that occur during the school day. Transportation will be provided to away games that begin at 4PM or earlier. There is no transportation back to school, parents are responsible for transporting the student home. Parents, however, may request alternative transportation for these events. Bus transportation will not be provided for evening games, Non-Conference Tournaments or Shoot Outs.

Drop Off and Pick Up For Practices and Games

In order to ensure supervision is available, students should be dropped off no sooner than 15 minutes prior to practices and games. Students must be picked up no later than 15 minutes after practices and games. There is no phone available to call home, so please make prior arrangements.

- No school employee may transport students in school or private vehicles unless authorized by the administration

10.07 CLUBS/ORGANIZATIONS

No clubs or organizations may be formed in a classroom without the permission of the school administrator. Clubs and organizations must have school-related purposes.

10.08 BAND AND CHOIR

School band and choir is an option for students in grade 4-8. All students who belong to band and choir must follow the extracurricular activities participation policy in the Parent/Guardian & Student Handbook.

10.09 CONCUSSIONS AND HEAD INJURIES

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

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

In conjunction with HSHS in Breese, all student athletes who participate in contact sports (baseball, softball, basketball, volleyball) through the Albers-Damiansville Sports Co-op must take the Baseline Impact Test before the season begins. The Baseline Impact Test is valid for two years with no incidents.

SECTION 11: INDIVIDUALIZED EDUCATION

11.00 INDIVIDUALIZED EDUCATION

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.

The Damiansville Elementary School District #62 is a member of the Kaskaskia Special Education District. If a child shows evidence of having a disability, whether learning or of an emotional nature, the student will be referred to the Kaskaskia Special Education District for testing by a school psychologist with the permission of the parents/guardians. The results of the tests and possible placement will be decided in a conference among the psychologist, the superintendent or designee, a general education teacher, special education teacher and the parents/guardians.

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

11.01 DISCIPLINE OF STUDENTS WITH INDIVIDUALIZED EDUCATION PLAN

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. Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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.

11.02 EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

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

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

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

SECTION 12: STUDENT RECORDS AND PRIVACY

12.00 REPORT CARDS

Student reports are used to indicate progress in lessons, preparations, behavior and attitudes. Teachers employ a variety of methods of parent/guardian notifications in addition to student reports: online grades, parent/guardian signature on tests, notes in planners, student checklists, emails, Teacherease, Class Dojo etc. Continual communication between parents/guardians and teachers is essential throughout the child's school experience.

12.01 GRADING SCALE

Damiansville Elementary #62 uses the following grading scale in grade 1-8. Kindergarten utilizes a skills based checklist and grade one uses a combination of a skills checklist and grade. The average of all student reports goes on a student's permanent record.

A = 90-100%	E = Excellent
B = 80-89%	S = Satisfactory
C = 70-79%	I = Improving
D = 60-69%	N = Needs Improvement
F = Below 60%	U = Unsatisfactory

12.02 HONOR ROLL

Students in grades 5-8 are recognized for achieving honor roll status at the end of each academic quarter. The GPA (Grade Point Average) that is required for **HIGH HONORS** is **3.66** out of 4.0 on academic work for the quarter, and for **HONORS** is **3.33** out of 4.0, on academic work for the quarter.

Each letter grade in the four core subject areas on the report card (Language Arts/Reading, Math, Science, and Social Studies) is given the following value: A = 4.00, B = 3.00, C = 2.00, D = 1.00, F = 0.

12.03 STUDENT PRIVACY PROTECTIONS

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

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.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

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.

Unless otherwise prohibited by law, 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, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

12.04 STUDENT RECORDS

Student records are confidential and they shall not be released other than as provided by law. Student records include grade transcripts, accident and health reports, attendance records, honors/awards received and participation in school activities. Parents/guardians have the right to view student educational records maintained by the school system. If you would like to view your child's records, please provide the school office 24-hour prior notice.

Permanent Records- Permanent records include names, date and place of birth, sex, grades, class rank, attendance, accident reports and health records, honors and awards, participation in school activities and a record of any release of information. Damiansville Elementary District #62 maintains permanent records for a period of 60 years.

Temporary Records- Temporary records include family background, test scores, psychological, intelligence and personality tests, achievement tests, participation in extracurricular activities, honors and awards, teacher comments, discipline records, special education files and records of any release of information. Temporary records are maintained at the school for a period of five years.

The school administrators maintain records of teacher discipline referrals and student penalties. Referrals are maintained separately from student permanent records and temporary records. Discipline referral records are maintained and managed with the same policies and procedures as other student records. Student behavior and discipline can be viewed by parents/guardians, teachers, and administrators through the online platform of Teacherease.

Release of information- 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.
2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.
3. 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.
4. 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.
5. The right to a copy of any school student record proposed to be destroyed or deleted.
6. The right to prohibit the release of directory information.
7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.
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:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

SECTION 13: PARENTAL GUARDIAN RIGHTS AND NOTIFICATIONS

13.00 TEACHER QUALIFICATIONS

Parents/Guardians may request information about the qualifications of their child's teacher(s) and paraprofessionals including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

13.01 STANDARDIZED TESTING

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: Illinois Assessment of Readiness(IAR- grades 3-8), Illinois Science Assessment (ISA- grades 5 & 8). Benchmark tests will also be given three-four times per year to grade K-8 students. The PSAT will be given to eighth grade students to help place students in appropriate high school classes. Standardized test scores are an indicator of a child's ability and achievement, along with daily lessons, classroom observations and teacher made assessments and grades.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep during the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

13.02 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.

Damiansville Elementary #62 provides services and assistance according to the McKinney-Vento Homeless Education Act. Kent Hawley, Superintendent, is the homeless liaison.

13.03 NOTICE TO PARENTS/GUARDIANS ON SEX EDUCATION INSTRUCTION

For your information, State law requires that all sex education instruction must be age appropriate, evidence-based and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Courses will emphasize

that abstinence is a responsible and positive decision and the only 100% effective method in the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for Grade 6-8 the prevention of AIDS.

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

13.04 PARENT INVOLVEMENT COMPACT

The Parent Teacher Organization (PTO) was formed to encourage cooperation between the school and home. The PTO has meetings for all parents/guardians five times throughout the school year. Meeting dates are noted in the school newsletter. The meetings serve as a forum for the exchange of ideas and information. Through the organization, parents/guardians offer assistance to the school in a variety of programs. Parents/guardians are encouraged to attend the meetings and participate in discussions. Parents/guardians should use the meetings as an opportunity to ask questions, make suggestions and learn about the opportunities and programming available for parents/guardians to be fully involved in the educational process.

The school and its teachers also provide meetings including parent/guardian teacher conferences at flexible times to accommodate a variety of parent/guardian schedules. Parents/guardians will be given notice of meeting availability. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/guardians will be involved in an organized and timely way when programs are created, considered or altered and will be continually involved in the ongoing development of programming, curriculum and policy.

The school provides parents/guardians with access to:

1. School performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
2. A description and explanation of the curriculum in use at school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
3. Opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parent/guardians so desire; and
4. Timely responses to suggestions

Everyone is responsible for the success of the student. While the school provides the best education possible, it is critical to the success of students that parents/guardians assist in meeting the goals of the education set forth by Damiansville Elementary District #62 and the State and Federal Government.

The state's resource on parent/guardian involvement can be found at <https://www.illinois.gov/education/parents.html>. This website provides information, support, and training for parents/guardians on educational topics and items specific to the state of Illinois and education.

13.05 TITLE I

Damiansville Elementary District #62 implements the Title I program when funds are available. Contact the superintendent if you have questions.

13.06 ENGLISH LANGUAGE LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the superintendent.

13.07 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. Questions regarding school visitation rights may be directed to the superintendent.

13.08 PESTICIDE APPLICATION NOTICE

Periodically, the school building will be sprayed for pests. Spraying indoors will occur only when there is at least a 48-hour period between spraying and student attendance. If you have a concern about this issue, please contact the superintendent.

13.09 MANDATED REPORTERS

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

13.10 TRANSFER

If a child is moving to another school District, parents/guardians should notify the school office at least two days prior to the last day the child attends. Parents/guardians are asked to come to the office to sign a release slip giving permission to release records to the next school.

13.11 SEX OFFENDER NOTIFICATION LAW

The administration of Damiansville Elementary is in compliance with the Sex Offender Community 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. Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website.

13.12 VIOLENT OFFENDER COMMUNITY NOTIFICATION

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois Department of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

13.13 CHILD CUSTODY

A child will be released from school only to the parent/guardian who has custody of that child, or to a person designated by that parent/guardian. A copy of the most current court order concerning the custody of the child must be kept on file in the school office. If other arrangements for transportation of a child are made by the parent/guardian with custody, a written note signed by the parent/guardian with custody, must state the following:

1. The person who is to pick up the child.
2. The date and time the child is to be picked up.
3. A note will be required for each day that other arrangements are made for the child.
4. Damiansville Elementary reserves the right to deny pick up by anyone not on the child's designated list of emergency caretakers. Notes and/or phone calls to the office about special circumstances are required.

SECTION 14: SCHOOL PROPERTY RULES

14.00 WEAPONS OR DANGER TO STUDENTS

Damiansville Elementary District #62 reserves the right to use personal searches of clothing and belongings, or desks and lockers, and of other belongings if the personal safety of students is in danger because of the threat of a weapon. Any weapon will be given to the proper authorities or returned to the parents/guardians after a conference. If a student is caught on the grounds with a weapon of any type, the punishment will be a suspension or expulsion, depending on the severity of the action by the student and the type of weapon used.

14.01 TOBACCO AND TOBACCO PRODUCTS

Damiansville Elementary is a tobacco free school. Adults and children should refrain from using any tobacco products anywhere on the property in compliance with the Illinois State Law.

14.02 DRUGS AND INTOXICATING BEVERAGES

Any person who sells, purchases, possesses, uses or aids in the procurement of intoxicating beverages, cannabis, narcotics, illegal drugs or look-alikes on the school grounds or at a school function of any kind, at any time, will be subject to disciplinary action by school authorities. Violators of this policy will be suspended or expelled depending on the severity of the action and number of times the policy has been violated. Unauthorized drugs are those drugs from which the student does not have a valid doctor's prescription or a current note from the student's parent/guardian authorizing the taking of drugs for medicinal purposes. The faculty, staff and administration of Damiansville Elementary District #62 will make every effort to teach, promote and model appropriate behavior in relation to drugs and alcohol. Any student who voluntarily asks for help in relation to a drug or alcohol problem will not have disciplinary action taken against them. The intervention team will instead help the child and parents/guardians find the appropriate program that is needed. The parents/guardians will have to enroll or enter the student in the program. Damiansville Elementary #62 may use trained police dogs to search student's lockers and desks for drugs and alcohol or illegal materials. The District will also use personal searches of the clothing and belongings of students who are suspected of having illegal drugs or alcohol.

14.03 PUBLIC DISPLAY OF AFFECTION

Behaviors include those that are not appropriate for public places, make other people uncomfortable, show poor judgment, and are demeaning to the individuals involved. Students should demonstrate respect for themselves and others by behaving in a manner appropriate for a public place. Parent/guardian contact will be required beginning with a second incident of inappropriate display of affection.

14.04 CELL PHONE USE ON PROPERTY

Illinois State Law prohibits the use of cell phones while driving in Illinois. This includes school zones, regardless of hands-free mode.

Frequently Asked Questions

Parent/Guardian Handbook FAQ

Daily Schedule

7:40 AM	Doors open
8:25 AM	First bell
8:30 AM	School begins
11:55 – 12:45	K – 8 th Lunch/Recess
3:20 PM	Dismissal

Grading Scale

A = 90-100%	E = Excellent
B = 80-89%	S = Satisfactory
C = 70-79%	I = Improving
D = 60-69%	N = Needs Improvement
F = Below 60%	U = Unsatisfactory

Communication with Teacher/Office

The following platforms are excellent ways to communicate with the office or a teacher:

- Teacherease (view attendance, account balance, behavior log, grades – app can be added to phone)
- Email (if student will be absent or pick up is changed, please email teacher & school secretary)
- Class Dojo (easy to use as an app, see class photos, messages + message teacher directly)
- Student Planners (see daily assignments, notes and items to be completed)

Dress Code (Section 6.06)

- Footwear- Tennis shoes must be worn for physical education at all times (open toe and open back shoes are discouraged)
- Halter-tops, bare midriffs, racerbacks, tank tops and tube tops are not permitted. (no sleeveless tops)
- Shorts may be worn from March 1 - Fall/Thanksgiving Break
- Pajama pants - only permitted under special circumstances

Attendance (Section 2.00)

Parents are asked to contact the school (618-248-5188 or ekorte@dville62.com) when their child is going to be absent. If the parent does not call or email, the school is required to contact them, at work if necessary. A note/email stating the reason for the absence, signed by the parent, should accompany the child upon returning to school. Students who have professional appointments during the school day must bring a note from home to give to their teacher, but must check out and back in through the office.

Absence- There are 2 types of absences: excused and unexcused

- **EXCUSED** – Absences will be excused for personal illness, attendance at funerals, professional/doctor's appointments, observance of a religious holiday, death in the immediate family, family emergencies, other situations beyond the control of the student, or other such circumstances which cause reasonable concern to the parents for the safety or health of the student.
- **UNEXCUSED** – All other absences and any unreported absences are considered unexcused until cleared through the school office. Requests for excused absences for reasons other than those listed in the excused absences section should be made directly to the building administration.
- A note from a physician must be presented for children who miss three or more days

Health & Wellness (Section 5.00)

Students who have had a fever over 100.4 degrees Fahrenheit, unless advised differently by the CDC or IDPH, in the past 24 hours should remain at home until they are fever-free for 24 hours without medication. A child with a fever may be contagious and should remain at home.

Students who have been vomiting or have had contagious (viral or bacterial) diarrhea must remain home until they are 24 hours without an episode.

24-25 Important Update

Cell phones/smart devices are not permitted for student use upon **entering** the building. Devices must be powered off and stored upon entering the school building. (section 6.00)

- *cell phones and electronic devices will NOT be permitted for use if arriving to school early and waiting in the cafeteria*

Breakdown of Lunch and Milk Prices

Lunch Only

	One Day	One Week	One Month (20 Days)	Start of School until winter break (18 weeks)	Entire School Year (this could change with snow days) (175 Days)
1 Child	\$3.25	\$16.25	\$65.00	\$292.50	\$568.75
2 Children	\$6.50	\$32.50	\$130.00	\$585.00	\$1137.50
3 Children	\$9.75	\$48.75	\$195.00	\$877.50	\$1706.25
4 Children	\$13.00	\$65.00	\$260.00	\$1,170.00	\$2275.00

Lunch + Milk at Milk Break (K-Grade 5)

	One Day	One Week	One Month (20 Days)	Start of School until winter break (18 weeks)	Entire School Year (this could change with snow days) (175 Days)
1 Child	\$3.65	\$18.25	\$73.00	\$328.50	\$638.75
2 Children	\$7.30	\$36.50	\$146.00	\$657.00	\$1277.50
3 Children	\$10.95	\$54.75	\$219.00	\$985.50	\$1916.25
4 Children	\$14.60	\$73.00	\$292.00	\$1,314.00	\$2555.00

Prices for the 24-25 School Year

LUNCH = \$3.25 Per Student Per Day

MILK = \$0.40 Per Student Per Day

Parent/Guardian & Student Handbook Acknowledgement

We have received a copy of the Parent & Student Handbook. We have read the handbook and understand the rules and expectations. We agree to be responsible for following all of the rules and expectations of the school and understand the consequences for failing to follow the requirements.

We understand that this handbook may be amended during the school year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify parents/guardians and students of any changes to the handbook as soon as is practical.

We have taken the time to read the Parent/Student Handbook 2024-2025 from Damiansville Elementary School, and have discussed the policies and procedures with our school children.

We all agree to support the teachers, administrators, and the Board of Education in the fair enforcement of these policies.

Student Name(s): _____

Student Name(s): _____

Student Name(s): _____

Student Name(s): _____

Student Name(s): _____

Signature of Parent/Guardian

Date

(Please sign and return unless signed electronically during the online registration process.)