

Vandalia Elementary School

(Grades Pre-K – 3)

Handbook

2017-2018

District Mission Statement

The Mission of Vandalia Community Unit School District # 203 is to prepare the students of our community for their future so they may become responsible members of society.

Vandalia Elementary School Mission Statement

The Mission of Vandalia Elementary School is to prepare our students with the hands to create, the minds to think, and hearts to care.

Our Handbook

The purpose of this handbook is to familiarize parents and students with operational procedures followed in our Elementary Schools. Parents are encouraged to read the handbook and discuss its content with their child. This handbook does not cover everything, but will be of great value in helping you to be familiar with our elementary education program and our schools. As we work to educate your children, we need your support and cooperation. This handbook is dedicated to that purpose.

Disclaimer

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the schools, their current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school sanctioned activity is a privilege and not a property right.

In addition, each principal, within their school or schools, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

Board of Education

John Campbell, Connie Goldsmith, Matt Hall, Joe Lawson, Chris Palmer, Jay Smith, Judy Wasmuth

Administration

Stacy Mesnard, VES Principal
Larry Emerick, VES Assistant Principal/District Special Education Coordinator

Table of Contents

Arrival & Dismissal	3
Animals	3
Appropriate Attire	3
Asbestos Management Plan	3
Attendance	3
Behavior and Intervention Policy	5
Bicycles	5
Birthday Treats and Parties	5
Bouquets and Balloons	5
Bullying	5
Communicable and Chronic Infectious Disease	6
Curriculum	6
Dangerous Weapons	7
Discipline	6
Discipline/Corporal Punishment	7
Electronic Communication Devices	7
Emergency Information	7
Field Trips	7
Head Lice Policy	8
Honor Roll	8
Immunizations & Physicals	8
Interview of Pupils by Law Enforcement	8
Keeping the School Informed	8
Lockers	9
Lost and Found	9
Lunch/Breakfast Program	9
Mandated Reporter	9
McKinney-Vento Act	9
Medication	9
Nondiscrimination Statement	10
Outdoor Recess and Physical Education	10
P.B.I.S.	10
Pest Application Notice	10
Pictures	10
Promotions	10
Report Cards/Midterm Reports	10
Requests	10
School Bus Riders	10
School Insurance	12
School Phone	12
School Rules	12
Search and Seizure	12
Sex Equality in Education	12
Sexual Harassment	14
Sex Offender Policy	14
Signing In and Out	14
Social Networking	14
Special Education Instruction	15
Speech Language Identification and Screening Procedure	15
Student Assignment Book	15
Student Records Notification Statement	15
Student Services	17
Student Transfers	17
Tobacco Free School Environmental Policy	17
Video Surveillance	18
Visiting the School	18
Waiver of Student Fines, Fees, & Charges	18
Wellness Policy	18
Parental Permission Information (including emergency care, field trips, internet access, media release, and Medicaid)	19
Many subtopics are included in this handbook under the main topics listed in the Table of Contents	

ARRIVAL & DISMISSAL

Our buildings open at 7:45 a.m. Classes begin promptly at 8:30 a.m. Students who walk or are dropped off at school should not arrive until 8:20 a.m., unless they are eating breakfast. Breakfast will be served between 7:45 a.m. – 8:20 a.m.

At Vandalia Elementary School, those children that are being picked up by someone are dismissed at 3:00 p.m. and those that ride the out-of-town buses will be dismissed at 3:10 p.m. Town bus students are dismissed at 3:00 p.m.

Students who are being picked up at dismissal should be picked up by 3:15 p.m. If you cannot pick up your child by that time, you need to make the office aware of your delay. Students who are not picked up by this time will be asked to wait in the office for your arrival. We discourage children remaining at the school past 3:15 p.m.

All students are to leave the school building and grounds at dismissal and go directly home or to a designated caretaker's home unless previous arrangements have been made or a teacher detains a student. If a child leaves the school grounds at dismissal or at any time during the school day, without the school's knowledge, that child will be considered a runaway and will be disciplined accordingly.

Children are *not* allowed in the buildings when no one is present to supervise them. We strongly discourage the presence of children on the school grounds prior to 7:45 a.m.

ANIMALS

Animals are not allowed at school and should not be brought to school under any circumstances.

APPROPRIATE ATTIRE

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

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

ASBESTOS MANAGEMENT PLAN

The Asbestos Management Plan for Vandalia Community Unit School District #203 as required by 40 CFR Part 763 AHGRA, Final Rule, October 17, 1987, is available for review at the superintendent's office at 1109 N. 8th St., Vandalia, IL 62471.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program. The importance of regular attendance at school cannot be overstated in its relationship to scholastic success. Irregular attendance results in lack of interest and the ability to successfully carry on assigned schoolwork.

The school needs to know why your child is not in attendance on days when (s)he is absent. Call the school before 9:00 a.m. If the parent/guardian does not call the school, it is necessary for the school to call the parent/guardian and it may be necessary to call the parent/guardian at work. Parents, with the aid of the school, are responsible for insuring regular and punctual school attendance.

SIX days of absences per semester will be excused if verified by a written note and/or a telephone call from a parent/guardian.

Telephone calls should be made to the office before 9 A.M. by the parent/guardian. All absences will count towards the SIX days except:

1. When a medical doctor verifies that absences have been the result of a medical problem, all medical excuses must come from a licensed doctor and must include the student's name and the dates of absence.
2. Prearranged doctor and dental appointments that are accompanied by doctor appointment cards. All absences after the SIX verified by the parent/guardian will be considered unexcused. After the SIX verified absences the office will notify the parent/legal guardian, in writing, and/or by phone. At this time the office may choose to call a conference with the parent/guardian where the following options will be offered:
 - A. The student and parents may be allowed to present evidence of extenuating circumstances and request that consideration be given to the extension of the SIX-day limit.
 - B. The notification and agreement that any further absences will require a medical excuse to validate the absence and additional absences without a medical excuse could result in an attendance counselor or truant officer becoming involved.

RAP (Regular Attendance Program)

Children who appear to be having attendance or punctuality difficulties will be referred to the Truancy Intervention Specialist with RAP. These people will work with the students and parents to help develop a more responsible attitude toward school attendance through parent and student conferences, positive reinforcement and motivation techniques, etc. If involvement in the RAP program is unsuccessful, the student will be referred to the Truant Officer. Students that have been referred to the Regional Office of Education for truancy intervention services (RAP) or to the Truant Officer will not be allowed the 6 parent verifiable absences. These students will be required to have a doctor's statement to validate the absence for the remainder of the school year.

As determined by the Illinois State Board of Education:

Kindergarten and First Grade

0-90 minutes absence = Tardy absence
 91-210 minutes absence = ½ day absence
 211 or more minutes = 1 day absence

Second through Third grade

0-30 minutes absence = Tardy absence
 31-180 minutes absence = ½ day absence
 181 or more minutes = 1 day absence

Attendance Requirements for Extra-Curricular Participation

Students must be in attendance half the school day in order to participate and/or attend any extra-curricular activity. The only exceptions to this policy would be a dental/doctor's appointment and funerals. A medical excuse or appointment card will be required upon return to school.

Absences

Vandalia Community Schools recognize two types of absences:

1. Excused
2. Unexcused

Excused absences are:

1. Illness of student.
2. Illness, death, or funeral in the student's family
3. A church holiday.
4. Court appearances which do not involve the student's misconduct.

Unexcused absences are:

1. Absences without a note or a phone call from the parent/guardian.
2. Students who bring notes saying they were ill but who were observed on the streets or in stores without their parent/guardian or those attending extra-curricular activities.
3. Court appearances which do involve the student's misconduct.
4. Leaving the school without receiving permission from the office.
5. Absences beyond the SIX-day limit without a doctor/medical excuse.
6. Truancy.

Make-up Work

Following a student's return to school after an absence make-up work will be given. Students will be granted double the number of days they were absent in which to make-up work.

Pre-arranged Excused Absences

Excused absences are also given to students who arrange to make-up their work. A verbal or written request from the student's

parent/guardian must be presented in advance to the school and work must be completed upon returning to class.

Acceptable reasons for pre-arranged excused absences are:

1. Medical/dental appointments.
2. Family plans, which necessitate withholding students from school IF within the SIX-day limit.

Appointments

The following instructions must be followed for medical/dental appointments during school hours.

1. If a student is not going to attend school the morning of an appointment the parent/guardian must notify the school in writing or by phone before 9 A.M. the day of the appointment.
2. If a student is leaving during the day the parent/guardian must send a note with the student or call the school office the morning of the appointment.
3. A parent/guardian must report to the school office and sign the student out for the appointment.
4. The student must report to the office when returning to school with a medical/dental excuse and receive a pass to return to class.

NO STUDENT IS TO LEAVE THE SCHOOL GROUNDS WITHOUT RECEIVING PERMISSION THROUGH THE OFFICE. Students who are ill must report to their teacher and will be directed to the office.

Proper attendance habits and punctuality are extremely important not only to the faculty but also to the future of the individual student. A phone call to the homes of those absent is the policy of the school district. Students who are absent for ten consecutive days without any contact with the office may be dropped from the school roster.

PERFECT ATTENDANCE

Perfect attendance means missing no days of school and having no tardies during the school year.

HOMEBOUND INSTRUCTION

Parents/guardians who require homebound instruction for their student must fill out the Home & Hospital Instruction Program Referral & Medical Certification Form and have it pre-approved from the VCUSD #203 Administration prior to services. All homebound instruction requires doctor's notes prior to approval. All work must be turned in at the time of instruction.

BEHAVIOR INTERVENTION POLICY

Vandalia Community Unit School District #203 has a Behavioral Intervention Policy adopted by the Board of Education and on file in each school office.

BICYCLES

Bicycles are to be walked when on school ground and when school is in session and when children are present. When a bicycle is ridden to school, it is to be parked in a bicycle rack and left there until school is dismissed.

BIRTHDAY TREATS & PARTIES

All birthday treats must be purchased and served in the original packaging. Invitations to birthday parties, sleep-over parties, or other types of personal celebrations cannot be handed out at school.

BOUQUETS AND BALLOONS FOR STUDENTS WILL NOT BE ACCEPTED AT THE SCHOOLS

BULLYING

Bullying is defined as negative actions deliberately initiated by one or more students. Physical or psychological intimidation occurs repeatedly over time to create an on-going pattern of harassment and abuse. These actions may include, but are not limited to: physical, verbal, and/or direct behaviors. Students who are the victims of bullying, at any time by anyone, are encouraged to notify any school district employee who in turn, reports the alleged incidents to a building administrator who may contact parents, the school counselor, or other appropriate school personnel. Grounds for disciplinary action apply whenever "bullying" is reasonably related to school or school activities, including, but not limited to:

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.

The four criteria for bullying are:

1. Is the behavior being done repeatedly?
2. Is the victim being humiliated, embarrassed, or hurt by the behavior?
3. Is the perpetrator enjoying the behavior?
4. Is there an imbalance of power between the victim and the perpetrator?

If you believe your child has been a victim of bullying as defined by the above criteria, please notify your child's teacher and/or the building principal immediately. When there is substantial evidence of violation of this policy, the administration and/or Board of Education shall take appropriate action that may include, but not limited to, warning, detention, suspension, police contact and report, expulsion, and/or such other disciplinary action(s) as may be warranted.

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 school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or

any

other distinguishing characteristic is prohibited. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) 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.

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. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. 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.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the District's policies. Procedures for each individual will be developed based on District policy and the Illinois State Board of Education and the Illinois Department of Public Health guidelines.

CURRICULUM

Persons with complaints about curricula, instructional materials, and programs shall complete a curriculum objection form and use the Uniform Grievance Procedure. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form and by using the Uniform Grievance Procedure.

DANGEROUS WEAPONS

Possession or use of explosives, firearms, or other dangerous weapons or instruments shall be prohibited on school buses, in school buildings, at any school-sponsored activity, or on school grounds at all times. (Look alike toys and weapons will be treated as if they are real weapons.) Students found to be in violation of this policy shall be disciplined by the administration on an individual basis. Disciplinary measures may include counseling, withholding of privileges and/or suspension or expulsion. The School District shall notify the parents of the action taken and may notify juvenile authorities. In cases of suspension or expulsion, the School District shall follow procedures required by state law and School Board policy. A dangerous weapon is defined in the Illinois Statutes and is the definition accepted by the Vandalia Board of Education. **No weapons will be released to minors.**

Firearms and Other Weapons Policy

If a student comes to school with a firearm, explosive, or dangerous weapon, the following will take place. The item will be confiscated by a school official or a law enforcement officer. The child will be restrained and/or isolated and the parents/guardian will be contacted and will be expected to come immediately to school. The student will be appropriately punished, i.e., isolated from others/suspended/or

expelled. If a student brings a knife or other weapon to school, each incident will be considered separately. It is in the best interest of a child to report the knife immediately to school officials when (s)he realizes (s)he has it and go directly to the office. If a child intentionally brings a weapon to school, the same steps may be followed as with a firearm.

DISCIPLINE

We believe all children can behave and we expect no less than their best behavior and cooperation. When a child chooses to break a rule or misbehave, that behavior is reported to the principal and/or classroom teacher. The correction is immediate, fair, and consistent.

Vandalia Schools will attempt to treat all students fairly and equally. The school will balance positive rewards along with negative consequences in order to maintain discipline. It is the school's duty to maintain a safe and orderly environment for education. All students must realize that proper behavior will be rewarded while improper behavior will result in appropriate consequences. When discipline reports are written they will be sent home for a parent signature. All classroom discipline plans will be sent home on the first day of school and all students are expected to follow. A parent signature is required to acknowledge understanding of your child's classroom rules. In the event of a disciplinary incident, types of consequences which may be assigned are as follows: loss of recess, temporary removal from class, conference with child and/or parent/guardian, conferences with principal, after school detention, alternative classroom (in-school suspension), suspension (out of school suspension), and expulsion. These same consequences are also applicable to misbehaviors on the buses. Students may be temporarily removed from class for disrupting the educational process. It is hoped that the student will get control of his or her behavior and return to class in a short time. Students need to be focused and on-task to learn. While out of class, students are required to do homework and to work quietly. Students may be stationed outside the teacher's classroom or in the office. As part of their classroom management, teachers may also hold after school detention in their classrooms. Conferences will be requested with the student and parents if disruption continues. Teachers and parents should work together to assist children in their learning. Parents are encouraged to contact teachers in person, by phone, or through email. After school detention may be held with prior parent notification from 3:00 – 3:30. Students are required to work on homework. Students are not allowed to talk or socialize during this time. If a student fails to serve his or her detention or to comply with the rules, additional detentions will be assigned. Further disregard will result in suspension. In-School suspension consists of spending the entire day or portions of a day in the alternative classroom. Students who have been assigned an in-school suspension should report to the office with their books by 8:20 a.m. Students will be given their assignments and seated in the alternative classroom. In-school suspension students will be escorted to the restroom and their lunch will be eaten in the detention room. Students will be dismissed at the regular dismissal time to go home. Out of school suspension is the most serious form of punishment other than expulsion. Students who engage in gross misconduct or disobedience may be suspended out-of-school for a period not to exceed ten consecutive school days. We do not make it a practice of suspending students from school. However, sometimes it is necessary. When suspended, students are not permitted on school property, and may not participate in any school function or activity. Upon their return to school, students are to report to the office for an admittance pass to class. Expulsions are acted upon by the Board of Education for those students engaging in extremely gross misconduct or disobedience. If needed, law enforcement officers will be called to the school to assist with extreme problems. Every attempt will be made to notify parents.

Discipline/Corporal Punishment

S.B.127 amends Section 24-24 by mandating that discipline policies **shall not include slapping, paddling, or prolonged maintenance of students in physically painful positions nor shall it include the intentional infliction of bodily harm.**

ELECTRONIC COMMUNICATION DEVICES

Students are permitted to possess electronic communication devices while on school property. However, these devices must be turned off and stored out of sight during the school day. Use of such devices is limited to after school hours. Such devices shall not be used for or associated with any unlawful activities.

EMERGENCY INFORMATION

It is necessary for the information sheet to be filled out and filed in the school office. This sheet must have the names and phone numbers of at least two people other than the parent/guardian who can be reached in case of an emergency. These persons listed on the sheets will be contacted if you cannot be reached and, if necessary, will be responsible for taking your ill or injured child to the doctor or home.

If there is no emergency information (telephone numbers to call) on file in the school office for your child or if the enrollment information is faulty or the information is no longer current and the parent/guardian is needed at school or it is necessary to speak with the parent/guardian about your child, the Vandalia City Police or the Fayette County Sheriff will be contacted and sent to the house of the parent/guardian to either bring the parent/guardian to the school or have the parent/guardian contact the school by telephone. The school office makes these kinds of contacts only in severe emergencies. (Examples would include illness of the child, unruly behavior, lack of requested communication from the parent/guardian, problems of neglect, etc.)

FIELD TRIPS

From time to time, classes will take field trips. The purpose of these field trips is to enhance the education of the students. These will

vary from walks around the neighborhood to long trips in school buses. Notes to inform the parents/guardians of these trips are sent home with the students. A parent/guardian may request that their child not go on these trips. A general permission form was signed at registration. **A child whose behavior at school causes doubts concerning his behavior on a field trip will not be permitted to go on a field trip.** A teacher may request that a parent accompany their child on a field trip if the teacher feels it is necessary for any reason. The child's participation in the trip depends on the parent's cooperation. Parents who are asked to help chaperone field trips are not to bring other children with them (Preschoolers or children from other grades or schools). There will be times throughout the year when the entire school may be taken to another location for school plays or for district performances or for other programs considered as part of our regular curriculum. Notes may not be sent home for local, in-town field trips.

HEAD LICE POLICY Board Policy 15.100

The School Board will adhere to rules and regulations of the State Board of Education and Department of Public Health relative to the control of head lice in the school district. This may include the exclusion of students with head lice in appropriate cases. Parents/guardians will be notified upon discovery of the problem and be provided information on the necessary treatment. But, failure of parents/guardians to remedy the problem may lead the district to enforce this policy of exclusion in order to protect other children. A child who is sent home with a head lice problem should be treated immediately and housekeeping procedures done as directed in the provided literature, and should return to school after one working day (for example: if a child is sent home on Wednesday, (s)he has Thursday to remedy the problem, and must be back at school Friday morning. If the child is sent home on Friday, (s)he has Monday to remedy the problem, and must be back in school on Tuesday morning). **Truancy procedures may be started if more than one school day is missed for each incident of head lice is reported.** If a student has 10 incidents with head lice, the Attendance Officer may file a Petition of Neglect against the parents (i.e., if head lice are found on Wednesday, this is considered the first incident, and (s)he returns on Friday but the problem is not corrected, (s)he being sent home again is considered the second incident). **Vandalia Community Unit School District 203 has a NO NIT POLICY which means that a child must be clean of nits before being allowed to return to school.**

HONOR ROLL

In order to qualify for the Honor Roll, a student in grades 2 and 3 must have all A's and B's on their report card with no C's.

IMMUNIZATIONS & PHYSICALS

Every student shall present to the district proof of having received immunizations for preventable communicable diseases. All students entering the district for the first time shall provide proof of immunization from disease as required by law by October 15. A period of thirty (30) calendar days from the day of enrollment is allowed for transfer students to meet the inoculation requirements. Current and up to date immunization records must be presented for each child before (s)he is allowed to register in the Vandalia schools. Records of these immunizations are kept on file in the Nurse's office and are reviewed annually. All immunizations must be in compliance with the State of Illinois mandates for age and grade levels. Children must receive physical examinations before entering pre-Kindergarten, Kindergarten, sixth, and ninth grades. This examination must include a diabetes check. Dental exams must be included at grades Kindergarten, second grade and sixth grade. Vision exams must be included at kindergarten, or their first entrance into public schools. Children who have not received physical/dental/vision exams, as required, and received the necessary immunizations are considered to be in noncompliance of state law. Students entering from out of state have 30 days to comply with these requirements.

INTERVIEW OF PUPILS BY LAW ENFORCEMENT

The Principal shall cooperate with law enforcement officials in the following ways:

1. If the law enforcement officials have a warrant for the arrest of a student, the school official shall
 - A. Honor the warrant,
 - B. Make an attempt to contact the parents and inform them of the arrest.

2. If the law enforcement official has no warrant, but wishes to interrogate the students, the school official shall:
 - A. Notify the parents and request their presence and obtain their permission to interrogate the student.
 - B. If parents are unable to be present or cannot be contacted, then the school official should be present.
 - C. If the school official is present, he/she should be sure the student is aware of his/her rights and that the student understands those rights, which are:
 1. Entitlement to be advised that he/she need not make any statement and if they do, it may be used against him/her.
 2. Entitlement to right of counsel.
 3. The law enforcement official will be shown this portion of our policy statement by the building principal when a request for assistance is made.

KEEP THE SCHOOL INFORMED

It has become more and more important that the school office be closely informed as to what a child is to do after school. The school office needs to know where the child is going each evening. **If, for any reason, there is a change in his/her routine, the school office needs to be informed. A child will be expected to follow his/her usual routine after school unless the school office has a note signed by a parent or has received a call from parents stating the change.** (Example: a child who usually rides a bus tells his/her teacher he or

she is to walk home. Without a note this child will be placed on their regular bus.) It is also very important that a parent/guardian inform the school office immediately if there is a change in address or telephone number. **Reporting a change in phone number is critical for emergency purposes.** *The school office does not give out phone numbers.* If a parent/guardian has an unpublished telephone number, it should be marked as such so the school office will know and be able to guard the privacy of the parent/guardian.

LOCKERS - VES

No fee is charged for the use of school lockers. School lockers are the property of the school. Contents can be controlled and/or limited by school personnel.

LOST AND FOUND

A lost and found box may be found in the office for articles found on the playground or in the building. Money, jewelry, or other valuables are to be turned into the office. Please see that hats, coats, boots, scarves, lunchboxes, etc. are labeled with your child's name. It simplifies finding the owner.

LUNCH / BREAKFAST PROGRAM

With our lunch program, each student is issued a number. If your child does not wish to eat school lunch, your child may purchase a milk for his/her lunch. Parents are responsible for keeping money in their child's lunch account.

Maximum Lunch Charge - The lunch/breakfast computer program prints out a note when your child's lunch account is low and/or insufficient. The school will make sure that a note is given to your child. **If the indebtedness reaches \$10.00, the parent/guardian will receive a notice reminding him/her of the amount owed. If this indebtedness goes unattended, other steps will be taken.**

MANDATED REPORTER

All school personnel are State mandated reporters for child maltreatment. Any observation or report of such will be reported to the Department of Child and Family Services. Students will be educated to recognize and avoid sexual abuse.

Mc-KINNEY-VENTO ACT

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children. Please refer to the district website for the complete board policy.

MEDICATION

The purpose of allowing students to take medications at school is to help each child maintain the best health possible to enhance his/her educational plan. Only those medications which are absolutely necessary to accomplish this goal shall be given at school. We prefer that the parent/guardian actually come to school to give such medications at the correct time, but we know this is not always possible. In accordance with Vandalia School Board Policy the following guidelines are to be followed. Medications of all types must be brought to the office for storage. All medications given in school shall be prescribed by a licensed physician and in their original package or appropriately labeled package or container with medication. The container or package shall be properly labeled with child's name, dosage, date and refill, physician's name, pharmacy name with address and phone number, and name of pharmacist or his/her initials. Over the counter medications shall be brought in with the manufacturer's original label or in an appropriately labeled container, with the child's name affixed to the container. A written request shall be obtained from the parent/guardian requesting the medications be given during school hours with directions from the parent/guardian or physician on the dosage, how medication is to be administered, and what time(s) the medication is to be given. The request may include parent's or guardian's name, phone number in case of emergency, and side effects or reactions from the medication. It is the parent/guardian's responsibility to assure that the written request and the medication are brought to the school. The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication. To meet individual cases/needs, the principal may waive certain parts of the above stated guidelines.

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

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

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify

and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

NONDISCRIMINATION STATEMENT

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others. Individuals with disabilities shall notify the Superintendent or Building Principal if they have a disability, which will require special assistance or services, and, if so, what services are required. This notification shall occur as far as possible before the school-sponsored function, program, or meeting. This shall serve as notice for accommodations for parent conferences, school programs, and board meetings. In addition, Vandalia Community Unit #203 does not discriminate against color, race, nationality, gender, religion, or disability.

OUTDOOR RECESS AND P.E.

All of our students are required to go outside for recess during the noon hour and for physical education when the weather permits. Please realize that fresh air, sunshine, and physical exercise are aids to learning. A request to stay in from recess and/or P.E. must be a written statement from a doctor stating that the absence(s) from outdoor activity is necessary due to a medical condition. This statement must give the reason, and specific dates for which the student is to remain inside.

P.B.I.S. – Positive Behavior Intervention Supports

P.B.I.S. is implemented at our schools in order to teach and promote a proactive behavior support system. This program includes student expectations, acknowledgements, reinforcements, and rewards.

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Vandalia community Unit School District 203, 1109 N. 8th Street, Vandalia, IL 62471. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

PICTURES

From time to time, pictures will be taken of the children at school for the local newspaper. If, for any reason, a parent/guardian does not want their child photographed, they are to notify the school office in writing.

PROMOTIONS

Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, performance based on the PARCC test, local achievement testing, or any other criteria established by the school board. Students determined by the local district to not qualify for promotion to the next higher grade shall be provided remedial assistance, which may include, increased or concentrated instructional time, modifications to instructional materials, or retention in grade. (105ILCS 5/10-20.9a)

REPORT CARDS/MID-TERM REPORTS

Report cards are sent home following the end of the nine-week grading period. Midterm reports MAY be sent home by U.S. mail or with the child at the midterm of each period. All grade levels will have both parent conferences and report cards to keep the parent/guardian closely informed as to their child's achievement. Teachers will schedule conferences at approximately 15 minute intervals on those days designated as parent/teacher conference days. Kindergarten and Grade 1 report cards will be using a standards based report card. Students in grades 2 and 3 are graded on the following scale:

100% –90%	A
89% – 80%	B
79% –70%	C
69% –60%	D
Below 60%	F

The grades of Pass or Fail may be used in some subject areas.

REQUESTS

So that the administration can make the most effective and appropriate instructional placement for all students, Vandalia CUSD # 203 does not accept teacher requests.

SCHOOL BUS RIDERS

Student Transportation is regulated in Illinois by the Illinois State Board of Education, the Illinois Department of Transportation (IDOT),

and the Federal Department of Transportation. District expectations of school bus riders and drivers are consistent with the guidelines of these agencies.

While a bus is in use, the driver is in charge of the bus and responsible for the safety of the students and the bus. Student behavior should be in compliance with district expectations outlined below. The rules below are designed to assure the safety of students and to make sure the District is meeting expectations of the agencies which govern student transportation.

For your safety, all school bus drivers on regular routes must assign seats. The Driver may reassign seats when student behavior requires that this happen. All buses on regular routes must have a current seating chart on the bus.

For your safety, wait until the bus comes to a complete stop before entering or leaving the bus.

For your safety, watch your step when entering or leaving the bus and watch for other vehicles in the vicinity of the bus at the stop.

For your safety, the normal procedure at Vandalia is that all routes are videotaped. Parents or the driver may review the tape (if available) with permission of the Transportation Director or the Building Administrator involved.

For your safety, and for common courtesy, no vulgar language is permitted.

For your safety, keep your hands and head inside the bus at all times.

For your safety and the safety of others, do not throw anything outside the bus window.

For your safety, do not stand or move while the bus is moving.

For your safety, no scuffling, slapping, hitting, kicking, or throwing articles are permitted at any time. Fighting will bring immediate removal from the bus.

For your safety, talking should be done quietly to avoid distraction of the driver.

For your safety, there should be no eating or drinking while on the bus. Lunches, bottled water, or unopened bottles or cans may be on the bus, but must be unopened and preferably stored in a backpack or pocket.

For your safety, the possession or use of tobacco products is not allowed on the bus just as it is not allowed in district buildings.

For your safety, the possession of drugs, controlled substances, look alike drugs, paraphernalia, and alcoholic beverages is not allowed on the bus just as they are not allowed in district buildings.

For your safety, weapons as defined in student handbooks are not permitted on the bus.

For your safety, permission to ride a bus different from your regular assigned bus or getting on or off a bus at a stop other than the student's regular stop requires a note from parents or guardian sent to the building principal, who will initial the note indicating approval, and return it to the student who will give it to the driver.

During Field Trips or Athletic Trips, the driver and the chaperone will work together to accommodate the needs of young people on that trip. This means that some of the rules listed above may be modified because of the circumstances of the trip.

Complaints regarding the driver or overall safety made by parents should be directed to the Director of Transportation. He will investigate the allegation and report it to the District Superintendent. Drivers are always to be notified of a complaint, regardless of the validity of the complaint.

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

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

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed

the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: Mike Critchelo at 283-5158.

SCHOOL INSURANCE

Students are NOT provided accident insurance coverage during school and school events or activities unless purchased by parents. This plan provides primary coverage if a child does not have insurance or provides secondary coverage to family insurance coverage. This insurance is an optional plan for parents.

SCHOOL PHONES

At the teacher's request, a child will be permitted to use the phone as needed. *Forgotten lunches, homework or books, bus permission slips, or permission slips to stay for an after school activity are not considered valid reasons to use the telephone.*

Parents/guardians are not to call and ask to speak to a student as this classroom interruption will not be permitted.

SCHOOL RULES

1. Respect the rights of others
 - A. Use appropriate behavior
 - B. Walk quietly in hallways
 - C. Be quiet and orderly in the cafeteria
 - D. Use good manners
 - E. Keep your feet on the ground or floor
2. Keep hands and feet to yourself
3. Follow directions
4. Use all school equipment and property appropriately
5. Think, act, and play safely
6. Leave toys and personal items at home. The school is not responsible for broken or torn items.
7. No fighting, pushing, shoving, or bullying

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. 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.

SEX EQUALITY IN EDUCATION

The following statement has been adopted as school policy for the Title IX, federal procedure on sexual equality in the school program for Vandalia Unit 203.

POLICY STATEMENT

A. General

Title IX of the Education Amendments of 1972 declares in part, that: No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity receiving such federal financial assistance. Vandalia Community School District receives federal financial assistance through state supported funding programs. In order to continue receiving such federal financial assistance, this district must comply with Title IX and the regulations

promulgated through the U.S. Department of Health, Education and Welfare by the Department's Office of Civil Rights interpreting Title IX. If any program or activity of this district fails to comply with Title IX, public hearings would be held by the federal government which could result in the termination of federal funds to this district.

In addition to the sanction of non-receipt of federal funds, however, the Vandalia Community Schools Board of Education is of the general view that discrimination on the basis of sex in any education program or activity of this district is not to be permitted except where necessary to accomplish a specific purpose that does not impinge upon essential equality or fundamental fairness in the treatment of students or employees of this district. Accordingly employees of this district are required by this policy to comply with the provisions of

1. This policy as in the case of any rule or regulation adopted by the Board of Education of this district; and
2. Title IX of the Education Amendments of 1972 and the regulations, promulgated thereunder by the U.S. Department of Health, Education and Welfare, as Part 86, Title 45, U.S. Code, printed also in U.S. Register, Vol. 40, No. 108, Wednesday, June 4, 1975, as amended as Title IX and as such regulations are applicable to this district.

B. Application to Specific Education Programs and Activities. This policy's prohibition against action by employees or other persons acting in the name and on the behalf of this district which bases any exclusion from participation in, denial of benefits from or discrimination in, any educational program or activity because of the sex of a student or employee, applies to all education programs and activities conducted by this district, including, but not limited to the following:

1. Educational Programs

a. Course Offerings: The Title IX policy applies to all course offerings in the Vandalia Community Schools. The district compliance with this policy will be clarified in each attendance center's Parent Handbook, and course offerings in the Vandalia Community Schools will be open to all students, especially at the secondary level. A course offering schedule of classes will be included in each handbook. This policy's prohibition does not prohibit the following course offering procedures:

- (1) grouping of students in physical education classes and activities by ability assessed objectively on individual performance developed and applied without regard to sex;
- (2) grouping of students by sex within physical education classes and activities during contact participation in sports, such as wrestling, football, basketball, etc.;
- (3) grouping of students by set in classes dealing exclusively with body contact sport;
- (4) grouping of students based on vocal range and equality even though such grouping may result in chorus or choruses of one or predominately one sex.

b. Athletics: The Title IX policy applies to all athletic programs and activities, with the exception of separate teams for certain programs. A team for members of each sex may be operated:

- (1) when the sport involved is a contact sport; or
- (2) where selection for the specific team(s) is based upon competitive skill, provided that there is not now and has been no such team for an excluded sex, members of the excluded sex will be allowed to try out for the team unless the sport involved is a contact sport, as defined in paragraph 1. a. (2) of this policy, above.

This policy shall also provide for equal athletic opportunity for students of both sexes including the provision for equitable funding for equipment, supplies, coaching, facilities, services and publicity as per the funding requirements of the program.

c. Counseling. The Title IX policy statement applies to all counseling and guidance activities at the elementary and secondary level, and shall be implemented in counseling and guidance procedures for all students.

d. Textbooks. The Title IX policy statement will not be interpreted as requiring or prohibiting or abridging in any way the use of particular textbooks or curricular materials in any educational program.

2. Other Activities or Facilities

- a. Financial Assistance. All scholarship or other aide or assisting non-school organizations in the offering of scholarships will be awarded with equal opportunity for the award to all students at the appropriate age level and the prescribed purpose for the scholarship.
- b. Employment Assistance. The Title IX policy will permit all students to have equal opportunity to community employment possibilities, and all opportunities will be available to all students without discrimination on the basis of sex.

- c. Health and Insurance. The Title IX policy will offer all health or insurance programs to all students as prescribed by the specific protection necessary for the student at the appropriate age level.
- d. Housing. The Title IX policy will provide housing for students when away from school and community (field trips) in a comparable manner for each sex.
- e. Toilet, Locker, and Shower Facilities. The Title IX policy will allow for the provision of comparable facilities on the basis of sex.

- 3. District Employment Activities: The policy will provide for equitable employment procedures for all district vacancies, and the following personnel employment practice will be prohibited:
 - a. Tests. None will be used as criterion for the selection of a candidate for a position in the district.
 - b. Recruitment of employees will be open to any qualified individual for the position and appointments will be made with equal consideration being given to each applicant.
 - c. Compensation. The salary schedule provides for the monetary welfare of all staff members equally as it relates to experience, professional training, and job specifications.
 - d. Job Classification. Job classifications are given for various positions, however, the opportunity to be
 - e. Fringe Benefits. Any fringe benefits will be provided equally to all staff members.
 - f. Marital and Parental Status. Any decisions related to temporary disabilities will be treated equally for all staff members.
 - g. Employment Advertising. Any vacancy announcement will be made with no preference, limitation or specification relative to sex, unless sex is a bona fide occupational requirement for the position.

C. Policy Enforcement – The policy will be enforced by a designated individual from the superintendent’s administrative staff.

- 1. The appointee will coordinate and supervise the total Title IX program.

D. Grievance Procedure – Vandalia Community School policy relative to sex discrimination to fulfill the requirements of Title IX.

- 1. No person shall be denied employment, re-employment, or advancement nor shall be evaluated on the basis of sex, marital status, race, color, creed or national origin.
- 2. No student will be discriminated against in educational programs or activities because of sex, marital status, race, color, creed, or national origin.

This grievance procedure applies only to the Equal Employment Opportunity and Prohibition of Sex Discrimination in Education Policy. (For the purposes of the Implementation of this policy, a grievance will be defined as an alleged violation or mis-application of the written terms of the policy.)

- a. The superintendent shall serve as the Grievance Officer and will investigate all complaints reference to this policy of Equal Opportunity for Employment Prohibition in Education Policy.
- b. An alleged grievance shall be filed by an individual employee, an individual student, or an individual parent of student presently enrolled. The aggrieved shall be represented in person only in the meetings provided in the following steps:
 - (1) Persons other than the aggrieved shall be present only under mutual consent.
 - (2) Grievances must be filed in writing giving complete information reference to the suspected violation.
 - (3) Disposition of violation will be made in accordance with administrative rule in reference to this policy.

E. Evaluation

- 1. The Superintendent will report to the Board of Education relative to the districts compliance with Title IX requirements and the effectiveness of the policy.

SEXUAL HARRASSMENT

Vandalia Community Unit School #203 wishes to prevent sexual harassment through education as outlined in the Administrative Procedures Manual. Any student that feels he/she has been subjected to sexual harassment of any sort is under obligation to report the incident to the building principal.

SEX OFFENDER POLICY

Please be aware of the Public Act 94-004: Sex Offender Registration. This legislation requires that principals and or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at www.isp.state.il.us/sor

SIGNING IN & OUT

When it is necessary for a student to leave school because of illness, a doctor’s appointment, or for any other reason, the child must report to the office before leaving the school. The adult picking up the student up must come to the office and sign the student “out.” If a child arrives at school at any time other than the regular starting time, an adult must come to the office and sign the student “in.” An exception would be a student who walks to school but is running late, (s)he is marked tardy and allowed to sign “in.”

SOCIAL NETWORKING PASSWORDS AND WEBSITES

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

SPECIAL EDUCATION INSTRUCTION

The District shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals with Disabilities Education Act ("IDEA") and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. 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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the district shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts which shall assist the School District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in private school education facilities. 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. 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.

SPEECH LANGUAGE IDENTIFICATION AND SCREENING PROCEDURES

All children will receive a speech-language screening upon their initial enrollment in an Illinois public school. Written parent/guardian permission is not required for group screening. Following the screening, a student who fails the screening will be referred for a case study evaluation. Parent/guardian consent must be obtained to conduct a case study evaluation.

STUDENT ASSIGNMENT BOOKS Grades 1 - 3

The student assignment book is the main method of home/school and school/home communication. When a message is sent via the assignment book, the student is responsible for notifying the teacher or parent/guardian depending on who wrote the communication and who is to receive it.

STUDENT RECORDS NOTIFICATION STATEMENT

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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 15 school days of the day the District receives a request for access. The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2.. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations. A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

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.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

6. The right to prohibit the release of directory information.

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

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to schoolsponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written

objection to the building principal within 30 days of the date of this notice.

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. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.
8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

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

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

STUDENT SERVICES

A student seeking admission to a District school must meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law. If a student is transferring from an Illinois school, they must also present a completed Student in Good Standing Transfer form from the school from which the student is transferring. Non-resident students must meet the criteria as set by the Board of Education and will be charged the maximum amount of tuition as allowed by State law. Application forms for free and reduced meals, texts, and fees are available in the registration packet. Approval is granted by the District Superintendent or his designee.

STUDENT TRANSFERS

Transferring In: A student seeking admission to a District school must meet all residency, age, health examination, immunization, and other eligibility prerequisites as mandated by State law. *A student must also present a completed Good Standing form from the school from which the student is transferring if transferring from an Illinois school.*

If a transferring-in student was suspended or expelled from any Illinois public school for any of the following offenses, he or she shall not attend class until having served the entire period of such disciplinary action:

1. Knowingly possessing in a school building or on school grounds a weapon as defined the Gun Free Schools Act (20 U.S.C. 8921et.seq.);
2. Knowingly possessing, selling or delivering in a school building or on school grounds a controlled substance or cannabis; or
3. Battering a staff member of the school.

The Building Principal or designee shall make the class or grade level assignment, with input from a counselor when needed, and may accept or reject the transferring school's recommendations.

The student should request the school from which he or she is transferring to forward an unofficial record of the student's grades and the remainder of the student's school records. If the student is unable to present the records, the student shall be admitted and the Building Principal shall request the records from the transferring school. An official transcript of the scholastic records, if received, will replace the unofficial grade record.

Transferring Out: Parents/guardians of a student transferring from the District should give written notification of their intent, pay outstanding fees or fines, sign a release form, and return all school-owned property.

The Building Principal shall complete a good standing form for any student transferring from the District. Within ten (10) days of a transfer notification, the Building Principal shall send to the District in which the student will or has enrolled, a completed good standing form, an unofficial record of the student's grades, and the remainder of the student's school records. If a transferring student was suspended or expelled for any of the reasons listed previously in this policy and the period of suspension or expulsion has not expired at the time the student attempts to transfer into another public school, any school student records required to be transferred shall include the date and duration of the suspension or expulsion. Within ten (10) days after the student has paid all outstanding fines and fees, the Building Principal shall mail an official transcript of the scholastic records.

TOBACCO FREE SCHOOL ENVIRONMENT POLICY

It is the intention of the Board of Education of Vandalia Community Unit School District # 203 to provide a healthy and safe educational and work environment for its students and school personnel.

Using tobacco products in any form is prohibited on all school property that is owned, leased, or contracted for and utilized by the Board of Education. Such prohibition applies to students, school employees, and third parties at all times when on school property. This prohibition further applies to all smokeless tobacco products and smoking in any form, including cigars, cigarettes, and pipes. LEG.REF. :20 U.S.C.A. 6081, et seq.

VIDEO SURVEILLANCE

All students of the Vandalia Community School District are subject to video surveillance while they are on the bus and on school premises.

VISITING THE SCHOOL

Parents/guardians and/or adults entering the schools **MUST** report to the office **IMMEDIATELY** to sign in. Visitors are to enter a school through the main entrance as all other doors are locked for the safety of the students. All parents and visitors are expected to sign-in at the office and wear a visitor's badge while in the building.

WAIVER OF STUDENT FINES, FEES, & CHARGES

The School Board may establish fees and charges to fund certain school activities. The board recognizes that some students will be unable to pay these fees. However, students shall not be denied educational services or academic credit due to the inability of parents or guardians to pay fees and charges. Students whose parents or guardians are unable to afford student fees may receive a waiver of the fees, including textbooks, locker rental, and physical education towel rental charges. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee on an application form available from the building principal. The parent/guardian shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

Applications for fee waivers 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 free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal 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.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal 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 should be addressed to the building principal.

WELLNESS POLICY

Student wellness, including good nutrition and physical activity, shall be promoted in the District's education program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004. Please refer to the district website for the complete board policy.

PARENTAL PERMISSION INFORMATION

EMERGENCY CARE

_____ Vandalia CUSD 203 staff have my permission to secure emergency medical or dental care for my child in the event
(Initial) of my absence.

FIELD TRIPS

_____ My child has permission to participate in any field trip authorized by the Vandalia CUSD 203.
(Initial)

If this information changes at any time, please inform the school office.

**POLICY AND AUTHORIZATION
FOR DISTRICT NETWORK AND INTERNET ACCESS FOR STUDENTS**

All student use of the Internet and the District’s internal network, shall be consistent with the District’s goal of promoting educational excellence by facilitating educational resource sharing, electronic communication, and improving methods for learning and research.

The failure of any user to abide by the terms and conditions of District Network and Internet access will result in the loss of privileges, and may result in disciplinary action. Student misuse of computers, networks, or the Internet may result in legal liability for the student.

The purpose of providing Network and Internet access in the school environment is to provide access to a new means to gather information, provide research experiences, and to teach responsible use of computers, networks and the Internet. To that end the district reserves the right to limit student access to those sites which are appropriate to educational activity and research.

TERMS AND CONDITIONS

1. *Acceptable Use* - Access to the District’s internal network and the Internet must be for the purpose of education or research, and must be consistent with the educational objective of the school.
2. *Privileges* - The use of the District’s internal network, electronic mail (E-mail) and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege.
3. *Unacceptable* - A student is personally responsible for his or her actions and activities involving school computers, the District’s internal network, electronic mail (E-mail) or the Internet. The Board of Education and Administration may make additional rules at any time regarding student use of school computers, the District’s internal network, electronic mail (E-mail) or the Internet.
4. With respect to use of District computers, networks or Internet access by use of District computers, students shall be prohibited from:
 - a. Engaging in any activity which violates any state or federal law, rule or regulation;
 - b. Violating any copyright or intellectual property right;
 - c. Downloading any file without the appropriate authorization of the owner of the file, regardless of whether the file is software or data, or whether it is copyrighted or devirused;
 - d. Using or downloading a file whether the file is software or data or whether it is copyrighted or devirused for a purpose other than that authorized by the owner of the file;
 - e. Use of District computers, network or Internet access for private financial or commercial gain;

- f. Any action that inappropriately hinders, delays or obstructs others in their use of school computers, the District's internal networks or the Internet;
- g. Gaining or attempting to gain unauthorized access to any resources, including but not limited to the District's computers, networks, databases, and files, or information contained therein;
- h. Invading the privacy of others;
- i. Using or attempting to use another individual's account, password or other identification;
- j. Posting material authored or created by another without his or her consent;
- k. Submitting, posting, publishing, or displaying any material which is defamatory, intentionally inaccurate, abusive, obscene, profane, inappropriately sexually oriented, threatening, racially offensive or harassing, or accessing material which is obscene, profane, or inappropriately sexually oriented;
- l. Use or attempted use while access privileges are suspended or revoked;
- m. Failure to follow network security rules;
- n. Incurring telephone charges, long-distance charges, per-minute surcharges, equipment or line costs and/or other access charges without written permission of the District;
- o. Attempted or actual use, possession or creation of any computer virus, other software, or physical or electronic device intended to or capable of causing damage to any computer, network or file. Computer and network vandalism is prohibited. Vandalism is defined as any act by a user which intentionally or recklessly causes damage or attempts to cause damage to any person, entity, computer, computer component, file, or network;
- p. Use of computer resources to knowingly disrupt the work of another student, faculty member, school official or any other person or entity;
- q. Use of computer resources to knowingly disrupt normal operation of any computing system;
- r. Posting of messages or material under a false name, or corrupting or changing any data or material of any other person without consent; and/or
- s. Use of the District's computers, internal network or the Internet to engage in any theft or fraud.

These rules may be supplemented at any time in the discretion of the District. Any supplemental rules will be binding upon students upon adoption.

- 5. *Network Etiquette* – While using the District's computers, internal network or the Internet, students are required to abide by the generally accepted rules of network etiquette.
- 6. *No Warranties* - The school makes no warranties of any kind whether expressed or implied regarding the use of computers, the network, the Internet or the accuracy, correctness, completeness or reliability of any information files or software. The school is not responsible for any damages resulting from any of the foregoing, including loss of data, no-deliveries, missed-delivered, or service interruptions, whether caused by its negligence, user errors or omissions or other defects. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through use of the network or the Internet.
- 7. *Indemnification* - The student and his or her parents or guardians, by signing below, in consideration of the District providing him/her with network and Internet access agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to or arising out, any breach of these or other school rules by the student in using computers, the network, or the Internet.
- 8. *Security* - Network security is a high priority. If a student identifies a security problem or failure of the school computers, the District's internal network or the Internet, the student shall notify the building principal. The following rules apply to network security:
 - a. Students shall not demonstrate any security problem or security defeating techniques to any other user; and
 - b. Students shall keep accounts and passwords confidential.
- 9. *Telephone charges* - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Ordinary Internet and school network access and use will incur no such charges.
- 10. *Privacy* – Electronic communications and downloaded material may be monitored or read by school officials.

**AUTHORIZATION FOR DISTRICT NETWORK
INTERNET ACCESS FOR STUDENTS**

The student's and parent's or guardian's signature is required for District computer network or Internet use, and constitutes:

1. Agreement that the student is bound by the rules set forth in this authorization, and any other rules adopted by the District from time to time in respect to District computers, network or Internet; and
2. Agreement by the student to be bound by the terms of this Authorization and Agreement.

_____ I understand and will abide by all rules contained in this *Authorization for District Network and Internet Access*, and any (initial) other rules of computer network E-mail or Internet use adopted from time to time. I further understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken against me.

MEDIA RELEASE FORM

Vandalia Community Schools will often have the opportunity to take photos of children engaged in learning or special activities. We would like to request your permission to use such photos of your child on our District Website, in the local newspaper, and in other communication vehicles that promote the education program of our district.

_____ I give my permission for the Vandalia Community Unit School District 203 to use photographs of my child to illustrate (initial) the educational activities of Vandalia CUSD in communications such as, but not limited to : VCUSD publications (i.e. newsletters, brochures), VCUSD Website, print advertising, and media relations.

Annual Written Notification

Accessing Public Benefits and Releasing Personally Identifiable Information to the Illinois Medicaid Program

The federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school.

Under the Family Education Rights and Privacy Act (FERPA), your consent is required for the school system to release information about your child to the Illinois Department of Community of Health program in order to access your or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program.

If you have previously given consent for **Vandalia Community Unit School District #203** School System to access your or your child's public benefits and to release information needed to access Illinois Medicaid funding for services provided through your child's individualized education program (IEP) or health screenings, the school district may release:

- Your child's name and Social Security Number;
- Your child's date of birth;
- Your child's IEP documentation including evaluations;
- The dates and times services are provided to your child at school;
- Reports of your child's progress, including therapist notes, progress notes and report cards.

Your child will continue to receive all required IEP services or health screenings at no cost to you. Reimbursed services provided by the **Vandalia Community Unit School District #203** School System Exceptional Children Program do not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled.

You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required IEP services or health screenings at no cost.

You may ask questions about this program or revoke your consent at any time by contacting your child's School Office.

Date Notification provided to parent: Upon signature of student handbook
Method of Delivery: Student Handbook

CONSENT FOR MEDICAID SCHOOL-BASED SERVICES

Student Name: _____ Birth Date: _____

School District: VANDALIA COMMUNITY UNIT SCHOOL DISTRICT #203

The Medicaid School-Based Services Program in Illinois:

- Provides partial reimbursement to school districts for services such as Occupational Therapy, Physical Therapy, Speech Therapy, Psychological Services, Social Work, Transportation, Nursing, and Personal Care.
- Does NOT affect a family's Medicaid insurance benefits and there is NO cost to the family, now or in the future.
- Helps school districts to offset some of the costs of health care provided to children.
- Is voluntary and requires a parent or guardian to provide written consent to release information about their child to the Illinois Medicaid agency and its affiliates to obtain reimbursement. This may include name, and date of birth, Medicaid ID, disability, dates and services delivered.

If your child receives any of the services listed above and qualifies for Medicaid benefits at any time during the school year, we request your permission to release information to enable your school district to access School-Based Medicaid Reimbursement. You have the right to withdraw this consent at any time. If you do not provide consent, the district will still provide the services.

_____ I have received a copy of the Medicaid Annual Notification Regarding Parental Consent.

(initial) I understand and agree that **Vandalia Community Unit School District #203** Public Schools may access my child's public benefits or insurance information in order to seek reimbursement for services rendered as listed on the Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP).

