

DISTRICT 15 PARENT/STUDENT HANDBOOK

2010-2011



**McHENRY ELEMENTARY SCHOOL
DISTRICT 15**

It is hoped that you will find this handbook useful and informative. Below is a list of schools and telephone numbers in District 15:

Central Administration Office
1011 North Green Street
McHenry, IL 60050
385-7210
FAX: 344-7121
email: info@d15.org
Office Hours: 7:30-4:00

Edgebrook School
701 North Green Street
McHenry, IL 60050
385-3123
FAX: 363-5025
email: eboffice@d15.org
Office hours: 7:50-3:50

Landmark School
3614 West Waukegan Road
McHenry, IL 60050
385-8120
FAX: 363-5026
email: lmoffice@d15.org
Office hours: 8:15-4:15

Parkland School
1802 North Ringwood Road
McHenry, IL 60050
385-8810
FAX: 363-5023
email: ploffice@d15.org
Office hours: 7:15-3:15

Valley View School
6515 West Route 120
McHenry, IL 60050
385-0640
FAX: 363-5022
email: vvoffice@d15.org
Office hours: 8:35-4:35

Chauncey H. Duker School
3711 West Kane Avenue
McHenry, IL 60050
344-7125
FAX: 363-5024
dkoffice@d15.org
Office hours: 7:50-3:50

Hilltop School
2615 West Lincoln Road
McHenry, IL 60051
385-4421
FAX: 363-5027
email: htoffice@d15.org
Office hours: 7:50-3:50

McHenry Middle School
2120 Lincoln Road
McHenry, IL 60051
385-2522
FAX: 578-2101
email: mmsoffice@d15.org
Office hours: 7:10-3:10

Riverwood School
300 South Driftwood Trail
McHenry, IL 60050
344-7130
FAX: 363-5021
email: rwoffice@d15.org
Office hours: 8:35-4:35

Transportation Office
5805 West Route 120
McHenry, IL 6005
385-6622
FAX: 363-5070
Office hours: 7:00-3:30

QUESTIONS OR CONCERNS: Parent and Community concerns shall be channeled as follows, in the order indicated:

- **Teacher:** In most cases, a parent should speak with the individual who works most closely with his/her child, usually his/her teacher.
- **Principal or Assistant Principal:** If an issue is not resolved after speaking with the teacher, a building administrator should be contacted.
- **Transportation Office:** If an issue involves transportation matters, such as routing or times, the transportation office should be contacted first, and if not resolved, the Transportation Supervisor should be contacted.
- **Central Office Administrators:** If an issue is not resolved at the building administrator level, a central office administrator should be contacted as follows:
 - **Assistant Superintendent for Learning Services:** For instructional concerns.
 - **Chief Financial Officer:** For business-based concerns, including unresolved transportation issues.
 - **Director of Human Resources:** For personnel issues.
 - **Director of Special Education:** For special education issues and concerns.
- If an issue or concern remains unresolved after following the above procedures, the **Superintendent of Schools** should be contacted.
- If the issue is not resolved at the Superintendent of Schools level, the issue or concern may be brought to the **Board of Education**, in writing, for their consideration if they determine it to be within their purview and appropriate for consideration.

Central Office Administration

Dr. R. Alan Hoffman, Superintendent
John Lehnen, Assistant Superintendent for Learning Services
Dr. Allan Smigiel, Chief Financial Officer
Cherie Rickert, Director of Human Resources
Debra Barton, Director of Special Education

District 15 School Administration

Chauncey H. Duker School

Debbie Holliday, Principal
Rich Vannoy, Assistant Principal

Hilltop School

Roseann Basford, Principal
Joan Puidak, Assistant Principal

McHenry Middle School

Josh Reitz, Principal
Mike Glover, Assistant Principal
Kelly Madigan, Dean of Students

Riverwood School

Kathie Robinson, Principal
Will Hibler, Assistant Principal

Transportation Office

Dennis Ryan, Transportation Director

Edgebrook School

Michelle Reinhardt, Principal
Katie Freund, Assistant Principal

Landmark School

Margaret Carey, Principal

Parkland School

Mike Adams, Principal
Scott Rowe, Assistant Principal
Trista Vosburgh, Dean of Students

Valley View School

Amanda Cohn, Principal
Tiffany Elswick, Assistant Principal

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ABSENCES When a student is absent, the parent/guardian is requested to call the school not later than 2 hours after the start of the school day. If the school does not receive a call, the school must (by law) contact the parent/guardian at home or at work to confirm the student's absence for that day. At registration time, parents/guardians are asked to provide at least one telephone number (preferably 2) where they can be reached in the event of an unconfirmed absence. While the school diligently makes these phone calls, there are times when a parent/guardian cannot be reached at the numbers provided. The Illinois law states that a school fulfills its obligation if the notification of an absence has been attempted by telephoning the numbers provided by the parent/guardian whether or not there is any answer at such telephone numbers. For the safety of the child, please make sure that you provide the school with a telephone number or numbers where you can be contacted.

Truancy

District 15 considers a student to be truant who is absent without valid cause for a school day or portion thereof, as defined in Chapter 122, article 26-2a of the Illinois School Code.

Chronic Truancy

District 15 considers a student to be a chronic truant who is absent without valid cause for **10%** or more of the previous 180 regular attendance days, as defined in Chapter 122, Article 26-2a of the Illinois School Code.

Resources and Supportive Services

The following resources and supportive services are available to students with attendance problems (and their parents and guardians):

Conferences with school personnel.

Counseling services with school psychologist and/or social workers.

Testing by school psychologist, social workers and/or other school personnel.

Schedule or program changes.

Placement in alternative educational programs.

Special Education assessment and placement.

Referral to community agencies for appropriate services.

Truant Minor

In accordance with Chapter 122, Article 26-2a of the Illinois School Code, District 15 considers a truant minor to be a chronic truant to whom the above resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused by the parent(s), guardian(s), and/or student.

BULLYING POLICY McHenry Elementary School District 15 has an official policy prohibiting bullying and any other form of intimidation or harassment. Anyone having knowledge of such behavior is directed to contact the building principal immediately. Bullying might include any harassing or intimidating behavior (verbal, physical or visual) that unreasonably interferes with one's education. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice toward another person. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, including, but not limited to all forms of cyber-bullying via any media source hazing, or other comparable conduct. This type of behavior will not be tolerated in District 15 schools and will be dealt with by school administrators according to building disciplinary policy.

BUS RULES AND REGULATIONS. Bus transportation is provided for all students who live more than 1-½ miles from the school the child attends. Each student may ride only the bus to which he/she is assigned. If there is a difficulty with your child's bus assignment, please call the District 15 Transportation Department at 385-6622. Also, if you move during the year, please notify the Transportation Department.

It is the primary goal of District 15 to transport students as safely as possible. It is for this reason that a number of regulations are necessary for bus riders. The rules listed below must always be followed by students while riding the school bus. Any deviation from these rules will result in disciplinary action by the appropriate building administrators.

1. Observe safety procedures at all times.
2. Treat the school bus and other people's property with respect.
3. Refrain from fighting, pushing, or other harmful behavior.
4. Maintain school appropriate behavior.
5. Follow all bus route assignment rules.
6. Refrain from using or possessing any illegal substances.
7. Refrain from eating, drinking, or littering on the bus.
8. Show respect to other students and adults.
9. Use school appropriate language
10. Show respect to the bus driver and to one another.
11. 'Bus Stop'; rules apply to 'bus stop' as well as 'riding the bus.'

Bus drivers have the right to make reasonable regulations to ensure the safety and well being of their student passengers. The bus driver will report any violation to the appropriate building administrator by completing and signing a Bus Incident Report within twenty-four (24) hours after an offense has been committed. The building administrator will notify the parent/guardian either by telephone or mail regarding the action taken. Possible disciplinary actions include, but are not limited to, the following:

1. Assigned seat for a specified period of time.
2. After school detention.
3. Saturday detention.
4. Three (3) day bus suspension.
5. Five (5) day bus suspension.
6. Ten (10) day bus suspension.
7. Loss of bus riding privileges for the remainder of the year.

Parent(s)/guardian(s) have the right to a formal hearing regarding a bus suspension or for the loss of bus riding privileges.

DEFINITE BUS SUSPENSION OFFENSES

Smoking or possession of tobacco, lighter or matches:

First incident: 5 days bus suspension
Each additional incident: 10 days bus suspension

Possession, use or under the influence of drugs/alcohol:

10 days bus suspension, referral to local law enforcement agency, and subject to the Board of Education Policy disciplinary actions concerning these offenses.

Possession or use of weapons or fireworks:

10 days bus suspension, referral to local law enforcement agency, and subject to the Board of Education Policy disciplinary actions concerning these offenses.

Possession of weapons as defined by Board of Education Policy:

Subject to the Board of Education Policy regarding weapons.

Throwing of objects:

Subject to the Board of Education Policy.

Vandalism or destruction of property:

First incident: 5 days bus suspension

Each additional incident: 10 days bus suspension

COMMUNITY USE OF BUILDINGS. While the Board of Education encourages the use of school facilities by the community, there is a standard of behavior that is expected for the protection and benefit of all. These standards are listed in the Board of Education Policy entitled Conduct on School Property. The policy is as follows:

In addition to prohibitions in other District policies, no person on school property shall:

1. Injure or threaten to injure another person.
2. Damage another's property or that of the school district.
3. Violate any provision of the criminal law of the State of Illinois, McHenry Ordinance or county ordinance.
4. Smoke or otherwise use tobacco products.
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, or possess dangerous weapons at any time.
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property.
7. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board of Education.
8. Willfully violate other District 15 rules and regulations.
9. Violation of this policy will result in appropriate action by District 15 administrators.

School property means within school buildings, in vehicles used for school purposes, or on school grounds.

CORPORAL PUNISHMENT. Corporal punishment shall not be administered in any school in McHenry Elementary School District 15. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of a student in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certified personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel or other persons, or for the purpose of defense of property.

DISCIPLINE. Discipline is an internalized ability to create a safe environment, observe rules, follow directions, exercise self-control, and demonstrate orderly and acceptable behavior for the benefit of the entire school community. Students learn best in an orderly environment where rules are explained and understood. To achieve these ends, the school administration is authorized to establish and enforce appropriate rules and regulations for the discipline, control, and safety of the entire school population while they are under the jurisdiction of the school district.

The Board of Education believes and expects that an atmosphere conducive to effective teaching and learning shall be established and maintained in all schools in District 15. Students are expected

to show proper respect for school staff, for each other, for school property, and for the time schedule adopted.

Within District 15 schools, it shall be the policy to reward positive behavior as well as correct misbehavior. This practice has shown that students respond to positive reinforcement with positive behavior. The goal of discipline is not only to maintain an orderly educational environment, but also to provide experiences that will elicit exemplary student behavior.

Disciplinary action may be taken against any student guilty of misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials. Tobacco material includes lighters and matches.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled Substances (prescription drugs), over-the-counter drugs represented to be illegal drugs, look-alike drugs and drug paraphernalia. Students who are under the influence of these drugs are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, distributing, purchasing, or selling explosives, firearms, taser guns, knives or any other object that can reasonably be considered a weapon. **Note:** Anyone using, possessing, distributing, purchasing or selling weapons within 1000 feet of school property will be prosecuted under the Criminal Statutes.
5. Using games accessed on the internet without teacher approval, electronic signaling, cellular, or radio-communication, Gameboys, Playstations or any handheld electronic devices is prohibited during regular school hours.
6. Disobeying directives from staff members and school officials and/or rules and regulations governing student conduct.
7. Racial Slurs: Any hurtful words or actions said to a student or staff member based on their race, color, or creed.
8. Using offensive language which interferes with the learning environment.
9. Using violence, bullying, cyberbullying via any media source, harassment, hazing, force, noise, coercion, threats (including gang or bomb threats), intimidation, fear, inappropriate hand gestures and other comparable conduct toward anyone or urging other students to engage in such conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, another person's property or school property.
11. Being absent part or all of a day without an excuse. Excessive unexcused tardiness is defined as truant behavior. The Truancy Statutes and Board of Education Policy will be enforced for chronic and/or habitual truants.
12. Being a member of or joining or promising to join, or becoming pledged to become a member of any public school fraternity, sorority, or secret society.
13. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, and gambling.
15. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive in any way.

These reasons for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to: on school grounds before, during, or after school hours and at any other time when the school is being used by a school group; off school grounds, at a school activity, function or event, such as an athletic event, field trip, etc.; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function. Any criminal activity conducted on school grounds will be reported to the local police which may result in legal consequences.

Disciplinary actions by the appropriate school administrator may include but are not limited to: personal counseling, withholding privileges, seizure of contraband, suspension from school and all school sponsored events for up to ten (10) days, suspension of bus riding privileges, expulsion from school and all school sponsored events, notification to law enforcement officials whenever the conduct involves illegal drugs, controlled substances, look-alike drugs, over-the counter drugs represented to be illegal drugs, drug paraphernalia, alcohol, gang-related activities, or weapons, notification of the parent(s)/guardian(s), removal from the classroom, in-school suspension for a period not to exceed five (5) days, and detentions after regular school hours.

Weapons

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or look like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other objects if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for student in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

DRESS CODE. Each building will establish specific guidelines regarding appropriate dress for school. Clothing that is considered disruptive to the learning environment will not be allowed. Please see each building handbook for specific details.

DRUG AND/OR ALCOHOL ABUSE REFERRAL. School administrators will refer students who abuse the use of drugs, alcohol, and/or other controlled substances to agencies which provide counseling for this type of abuse. Further, school administrators will provide appropriate information to the parent(s)/guardian(s) of students who are referred and will request their assistance.

All persons (students and non-students) are forbidden to possess, use, or be under the influence of any illegal drug or controlled substance while on school district property or in its facilities. School officials will enforce this policy by calling the police to remove from the premises any adults or youths. Any District 15 student is subject to the Board of Education Policies regarding drugs and alcohol.

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure outlined in Board Policy number #2:260.

EXEMPTION FROM PHYSICAL ACTIVITY.

A student may be exempted from some or all physical activities for one (1) day with a note from the parent(s)/guardian(s) and for a longer period of time with documentation from a person licensed under the Medical Practice Act. Alternative activities and/or units of instruction will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

FEE WAIVER. McHenry Elementary School District 15 has a policy that will waive all student registration fees under certain circumstances. Parent(s)/guardian(s) of students who are eligible for Free or Reduced Lunch, Aid to Dependent Children and those who are experiencing other hardships are asked to complete a Fee Waiver Form to determine their eligibility to have all registration fees waived, including textbooks loaned to students. Fee Waiver Forms are available during the annual August registration and in the school offices throughout the school year.

GIFTED EDUCATION IDENTIFICATION. Each year, District 15 completes an identification screening for the Academically Talented Program. To be eligible for this screening, a student must score at the 90th percentile or higher on the Composite score of the locally administered student achievement test and/or at the 95th percentile or higher on any of the subtests on the locally administered student achievement test. Student achievement tests are administered each spring for grades 3 through 7, and winter for grade 2. In addition, parent(s)/guardian(s) may request that their child be included in this screening for the Academically Talented Program. District 15 will not have a formal Gifted Program in place during this school year.

GRADUATION REQUIREMENTS. McHenry Middle School and Parkland Middle School handbooks contain specific information on the requirements for 8th grade graduation. In addition, school administrators are authorized to exclude graduating 8th graders from the Graduation Ceremony for legitimate disciplinary reasons. Students are expected to: A. pass all core subjects, B. Pass the US Constitution Test, C. Pass the Illinois Constitution Test, D. Pass the Flag Test. (See specific building handbook for further details).

HEALTH SERVICES. The primary goal of Health Services is to provide a healthy and safe environment in order to ensure an optimal learning environment for all students. This goal is achieved by compliance with state and local regulations, as well as District 15 policy. The responsibility of the parent/guardian in achieving this goal will be to provide all grade level requirements and special health condition information to the Health Office. If a student is sent to school, we are assuming that they are healthy enough to be in school. Once the student is at school, it is the judgment of the Health Office personnel to determine if they are healthy enough to remain in school; however, phone calls are **not** made home on every student that comes to the Health Office. Please be sure that the Health Office has all current phone numbers available for home, work, cell, etc.

- Students suspected of having a rash of an unknown origin will be sent home. The student will not be readmitted to school without a note from a health care provider; i.e., physician, physician assistant, or nurse practitioner, stating whether or not the rash is contagious and when the student is permitted to return to school.
- Students with head lice or nits will be excluded from school until evidence of the lice and/or nits are gone from their heads.
- Students who are suspected as having pinkeye will be sent home if there is evidence of tearing or purulent discharge.
- Students with a fever of 100 degrees Fahrenheit or higher will be sent home; **they must be fever-free for 24 hours before returning to school.**

Physicals and Immunization Policy. All students entering kindergarten and sixth grade must have a current physical examination. A physical examination is current if it is within one year prior to the first day of school. Any student entering District 15 from out of state must have a current physical examination regardless of the grade level **if** they have not had a physical examination within the past year. Students transferring into the District during the school year have thirty days from the time records are received to meet these requirements.

Requirements for current immunizations are the same as those required by the Illinois Department of Health. Students who do not have a current physical examination and/or immunizations will be excluded from school. In addition, the following are required by the State of Illinois:

- Dental Exam – required for students entering kindergarten, second, and sixth grades.
- Vision Exam – required for students entering kindergarten performed by licensed optometrist or ophthalmologist.

Vision and Hearing Screenings. Vision and Hearing screenings are mandated on an annual basis for the following students:

- Vision – pre-school, kindergarten, 2nd, and 8th grades, along with new students and special education students.
- Hearing – pre-school, kindergarten, 1st, 2nd, and 3rd grades, along with new students and special education students.

Vision and hearing screenings are performed by a certified vision and hearing technician. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months and that evaluation is on file at the school. If a vision or hearing examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

Medication Policy. It is the belief of the Board of Education and District 15 staff that medication should be administered in the home. However, under certain circumstances, it is in the best educational and health interest of the child to take prescribed medications during the school day. In such cases, the medicine must be prescribed by a physician, and a Request for the Administration of Medication form, completed and signed by both the physician and the parent/guardian, must be on file in the Health Office of the school. The Request for the Administration of Medication form is available in the school office, as well as on the district website at www.d15.org. The prescribed medication **must** be brought to the school by the parent/guardian (or other responsible adult designated by the parent/guardian) in a container properly labeled with the directions for administration, along with the name of the physician.

The student is responsible for reporting to the Health Office to take the prescribed medication. The parent/guardian must assume the responsibility for informing the school of any change in the child's health or change in medication. District 15 retains the discretion to reject requests for the administration of prescribed medication for students. While careful precautions are always taken to properly administer prescribed medication, District 15 or its employees will not be responsible for errors in administering medication.

School personnel are NOT allowed to administer over-the-counter medication, such as aspirin, Tylenol, Robitussin, etc., without written orders by the physician, completed on a Request for Administration of Medication form. Under no circumstances, should any medicine be sent to school with your child as the possibility exists that it could be unknowingly taken by another child. Board of Education Policy on student medication is Policy 7:270 Administering Medication to Students and is available in the school office.

Please refer to the District 15 website, www.d15.org, under "Health Services" for available health forms. Please contact the Health Office of your school with any further questions.

HOMELESS STUDENTS

A family who has no place to stay of their own and may:

- Stay with friends or family because of lost housing
- Live in a shelter, including transitional programs
- Stay in motels because they can't get a home of their own
- Live on the streets, in a car or van, tent or other place that is not a regular place to live

...is considered homeless and the students have a special right to go to school.

A family who is homeless has a right to get their children in school and to get help for them to do well. If you feel your family is homeless and would like more information, please contact Debra Barton, McHenry District 15 homeless liaison, at (815) 385-7210.

HOMEWORK POLICY. District 15 encourages regular school attendance. The instructional program contains a scope and sequence that is carefully planned. Absence for any reason is a learning hardship on the student. Absences due to illness or other unavoidable reasons are, of course, a fact of life. Our policy for excused absences is to help a child by providing homework activities which the child can reasonably complete independently while absent or by providing make-up privileges. Further, children returning to school from excused absences will be given reasonably compensatory help with the learning activities missed. Avoidable or unexcused absences carry a "no make-up" privilege and may adversely affect a student's grade. A family vacation, however, will be treated as an excused absence if modest in duration, infrequent in occurrence, and approved in advance by the building principal.

NON-CUSTODIAL PARENT NOTIFICATION. According to the Illinois School Code, districts must inform non-custodial parents of their rights to obtain information from schools. The law states:

In the absence of any court order to the contrary to require that, upon request of either parent of a pupil whose parents are divorced, copies of the following: reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent-teacher conference, notices of major school-sponsored events, such as open houses, which involve pupil-parent interaction, and copies of the school calendar regarding the child which

are furnished by the school district to one parent be furnished by mail to the other parent. Notwithstanding the foregoing provisions of this Section a School Board shall not, under the authority of this Section, refuse to mail copies of reports, records, notices or other documents regarding a pupil to a parent of the pupil as provided by this Section, unless the school board first has been furnished with a certified copy of the court order prohibiting the release of such reports, records, notices or other documents to that parent. No such reports or records with respect to a pupil shall be provided to a parent who has been prohibited by an order of protection from inspecting or obtaining school records of that pupil pursuant to the Illinois Domestic Violence Act of 1986, as now or hereafter amended.

No SMOKING POLICY. It is the policy of the Board of Education that smoking is prohibited in all District 15 schools, on school grounds, or in any school vehicles.

PARENTS RIGHT TO KNOW. Through the recent federal education law (No Child Left Behind), parents have the right to request information on the professional qualifications of the teachers and paraprofessionals at their child's school. If you are interested in learning this information, please contact the school administration in your child's building. Upon this request, you will receive an explanation of the licensing, education and experience of your child's teachers. You may, upon request, receive information regarding the names and qualifications of the paraprofessional at your child's school.

PESTICIDES District 15 does not apply pesticides to any of its school grounds or property. In the event that pesticides need to be applied, parents will receive written notification prior to its application.

PROMOTION/RETENTION POLICY. McHenry Elementary School District 15's Promotion/Retention Policy is written in accordance with the State laws governing public schools in Illinois. Students will be promoted based solely on academic achievement, attendance, Illinois Standards Achievement Test (ISAT) scores, Terra Nova Test scores, report card grades, daily grades in class, Pupil Personnel Services input, teacher judgment, and administrative judgment. Both promotion and retention decisions will be made in the best interest of the student after a careful consideration of these factors.

All students must successfully complete the academic requirements to be promoted to the next grade level. Students must pass all of the following subjects based on a four (4) quarter average: Language Arts/Reading, Social Studies, Math, Science. In some cases, individual evaluation may result in placement at the next grade level.

Teachers will be using the following percentages in giving letter grades:

A	93-100	Excellent
B	83-92	Above Average
C	70-82	Average
D	60-69	Below
F	0-59	Failing

RESIDENCE AND ENROLLEMENT Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided in State Law. A student's residence is the same as the person who has legal custody.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request.

SCHOOL VIOLENCE TIPLINE. District 15 would like to remind parents that the Illinois Attorney General's Office has a School Violence Tipline in operation. **The telephone number is 1-800-477-0024.** This tipline was created to provide an anonymous way to report threats of violence or weapons. While we hope and strongly encourage our students and parents to notify a trusted school employee if any threat of violence is known, we also want parents to be aware of the tipline. The tipline is answered by trained Illinois State Police telecommunicators who will refer the report to local law enforcement agencies.

SCHOOL VISITATION RIGHTS ACT. The school district is obligated to inform parents of their rights under the *School Visitation Rights Act*. This information is as follows:

The School Visitation Rights Act permits employed parent(s)/guardian(s), who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at their child's school. Please review the following copy of this Act to determine if you are entitled to a school visitation leave.

SCHOOL VISITATION RIGHTS ACT

820 ILCS 147

147/1. **Short title**

§ 1. This Act may be cited as the School Visitation Rights Act.

147/5. **Policy**

§ 5. The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

147/10. **Definitions**

§ 10. As used in this Act:

- (a) "Employee" means a person who performs for hire for an employer for:
- a) at least 6 consecutive months immediately preceding a request for leave under this Act; and
 - b) an average number of hours per week equal to at least one-half the full-

time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months.

"Employee" includes all individuals meeting the above criteria but does not include an independent contractor.

- (b) "Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or a nonprofit organization.
- (c) "Child" means a biological, adopted or foster child, a stepchild or a legal ward of an employee and who is enrolled in a primary or secondary public or private school in this State or a state which shares a common boundary with Illinois.
- (d) "School" means any public or private primary or secondary school or educational facility located in this State or a state which shares a common boundary with Illinois.
- (e) "School administrator" means the principal or similar administrator who is responsible for the operations of the school.

147/15. **School conference and activity leave**

§ 15.

- (a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.
- (b) Nothing in this Act requires that the leave be paid.
- (c) For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular school hours and evening hours.

147/20. **Compensation**

§ 20. An employee who utilizes or seeks to utilize the rights afforded by this Act may choose the opportunity to make up the time so taken as guaranteed by this Act on a different day or shift as directed by the employer. An employee who exercises his rights under this Act shall not be required to make up the time taken, but if the employee does not make up the time taken, such employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. Employers shall make a good

faith effort to permit an employee to make up the time taken for the purpose of this Act. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of makeup time in a manner that would require the payment of wages on an overtime basis. Notwithstanding any other provision of this Section, if unpaid leave under this Act conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, an employer may require an employee to make up the leave hours within the same pay period.

147/25. **Notification**

§ 25. The State Superintendent of Education shall notify each public and private primary and secondary school of this Act. Each public and private school shall notify parents or guardians of the school's students of their school visitation rights. The Department of Labor shall notify employers of this Act.

147/30. **Verification**

§ 30. Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. The State Superintendent and the Director of the Department of Labor shall suggest a standard form of documentation of school visitation to schools for use as required by this Section. The standard form of documentation shall include, but not be limited to, the exact time and date the visitation occurred and ended. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 working days of the school visitation subjects the employee to standard disciplinary procedures imposed by the employer for unexcused absences from work.

147/35. **Employee rights**

§ 35. No employee shall lose any employee benefits, except as provided for in Section 20 of this Act, for exercising his or her rights under this Act. Nothing in this Act shall be construed to affect an employer's obligation to comply with any collective bargaining agreement or employee benefit plan. Nothing in this act shall prevent an employer from providing school visitation rights in excess of the requirements of this Act. The rights afforded by this Act shall not be diminished by any collective bargaining act or by any employee benefit plan.

147/40. **Applicability**

§ 40. This Act applies solely to public and private employers that employ at least 50 or more individuals in Illinois, and to their employees.

147/45. **Violation**

§ 45. Any employer who violates this Act is guilty of a petty offense and may be fined not more than \$100 for each offense.

147/49. **Limits on leave**

§ 49. No employer that is subject to this Act is required to grant school visitation leave to an employee if granting the leave would result in more than 5% of the employer's work force or 5% of an employer's work force shift taking school conference or activity leave at the same time.

SEX EDUCATION POLICY. Certain programs in health education are mandated by the Illinois School Code. In Kindergarten through 8th grade, the health program must include annual instruction regarding abduction and sexual abuse. At the middle school level, the health program must include the prevention, transmission and spread of AIDS. Instructional materials in any course may be examined by parents. No student is required to participate in any class or course on AIDS, family life instruction, or sexual abuse if his or her parent(s)/guardian(s) submit written objection. Students are not penalized for non-participation.

SEX EQUITY. It is the policy of the State of Illinois, the Illinois State Board of Education, and McHenry Elementary School District 15 Board of Education that no person shall be subjected to discrimination on the basis of sex in any program or activity supported by school district funds.

SEXUAL HARASSMENT POLICY. It is the policy of McHenry Elementary School District 15 to maintain an educational environment that is free from sexual harassment. It shall be a violation of the sexual harassment policy for any employee or student to sexually harass another person through conduct or communication of a sexual nature defined as follows:

1. An employee's, District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex based nature imposed on the basis of sex that denies or limits the provision of education aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual or sex based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services or treatment; or,
 - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting the student.
3. Sexual harassment, as set forth above, may include (but is not limited to) the following:
 - a. verbal harassment or abuse;
 - b. pressure for sexual involvement;
 - c. repeated remarks to a person, with sexual or demeaning implications;
 - d. unwelcome touching; or
 - e. suggesting or demanding sexual involvement, accompanied by an implied or explicit threat concerning one's grades, participation in school activities, etc.
4. The District 15 Complaint Manager will be responsible for district compliance with all Federal and State laws and Board of Education policies regarding sexual harassment. The District 15 Complaint Manager is the Assistant Superintendent for Learning Services.
5. Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the District 15 Complaint Manager, Principal or Assistant Principal.
6. An allegation that one student was sexually harassed by another student shall be referred to the Principal or Assistant Principal for appropriate action.

STUDENT RECORDS. All student records are created and maintained under the provisions of the Illinois Student Records Act. District 15 maintains two sets of student records: (1) the permanent student record, and (2) the temporary student record.

The Permanent Student Record contains:

1. Basic identifying information -- student's and parent(s)'/guardian(s)' names and addresses, student's date and place of birth, and gender;
2. Academic transcripts – grades, class rank, graduation date or grade level achieved;
3. Attendance record;
4. Accident reports and health records;
5. A record of release of permanent record information;
6. Honors/awards (optional);
7. Activities/athletics (optional).

No other information is placed in the student's permanent record. The permanent record must be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from McHenry Elementary School District 15.

The Temporary Student Record may include any relevant information not required to be in the Permanent Student Record, including:

1. Family background;
2. Intelligence/aptitude scores;
3. Achievement test scores;
4. Psychological reports;
5. Honors/awards;
6. Activities/athletics;
7. Disciplinary records;
8. Teacher anecdotal records;
9. Special Education files;
10. Any other verified information of clear relevance to the education of the student;
11. A record of the release of temporary record information.

Temporary records are reviewed at least every four (4) years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information. Temporary records will be maintained for no longer than five (5) years after the student has transferred, graduated, or permanently withdrawn from the school district. In the vast majority of cases, temporary records are not maintained after a student leaves District 15 for any reason.

Access to Student Records. Parent(s)/guardian(s) or their designee are entitled to inspect and copy information in the student's permanent and temporary records. When parents are divorced or separated, both parents shall be permitted to inspect and/or copy the student's records unless a court order indicates otherwise. McHenry Elementary School Dist. 15 is authorized by law to release information from a student's Permanent Record or Temporary Record without parental consent or notification in the following cases only: (1) to employees or officials of the district or the Illinois State Board of Education provided a current, demonstrable, education or administrative need is shown. Access in such cases shall be limited to the satisfaction of that need. Copies of these records shall not be made by any such employee or official unless a

specific need for such copies is shown. The parent has the right to a copy of any released record information; (2) to any person for the purpose of research and statistical reporting and planning provided that no student or parent/guardian can be identified from the information released. The person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to student records, and the Board of Education approves the research design and purpose.

In the following instances, prior to the release of (or access to) any records or information, the district must provide prompt written notice to the parent(s)/guardian(s) of the intended action:

1. The district must grant access to or release information from a student's records: (a) pursuant to a valid Court Order, provided that the parent shall be given prompt written notice upon receipt of such orders of the terms of the order, the nature and substance of the information proposed to be released and an opportunity to inspect and copy such records and to challenge their contents; (b) to persons authorized or required to gain access to such records under Federal or State statutes; (c) to any person possessing a written, dated consent signed by the parent(s)/guardian(s) which specifies to whom the records may be released, the information or record to be released, and the reason for the release; whenever the district or school requests the consent to release certain records, the principal for the school shall inform the parent(s)/guardian(s) of their right to limit such consent to specific portions of information in the records.
2. The District may release student records to the Superintendent or another school official with similar responsibilities in the school in which the student has enrolled or intends to enroll upon written request from such official. The notification shall include a statement concerning the nature and substance of the records to be released as well as the right to inspect, copy and challenge the records as well as the right to submit written statements into the records prior to the release. The district observes the statute that requires the forwarding, within 10 days of the receipt of a request, an unofficial record of the student's grades to the school to which the student is transferring. The district, within 10 days after the student has paid all of his or her outstanding fines and fees, forwards an official transcript of the scholastic records of each student transferring. If the release of records or information is pursuant to a Court Order, the notification shall include, in addition to the foregoing, a statement of the terms of the Court Order. Unless a Court Order provides otherwise, the parent(s)/guardian(s) shall have ten (10) days to notify the school of their intent to copy, inspect and/or challenge the records prior to release.
3. The District may release student records or information under certain emergency conditions without the consent of parent(s)/guardian(s) if the knowledge of such information is necessary to protect the health and safety of the student or other persons. The Superintendent or his designee shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) as soon as possible of the information released, the date of the release, the person, agency, or organization to whom the release was made, and the purpose of the release.

PROCEDURES FOR THE INSPECTION OF STUDENT RECORDS. The procedures and guidelines for the inspection of student records are as follows:

1. A request for access to records shall be made in writing to the Principal specifying the records to be inspected. The examination shall, as far as practicable, occur within twenty-four (24) hours of the request unless the records are in use by school personnel, in which case inspection shall be available twenty-four (24) hours after such usage ends, and in no event more than fifteen (15) days after the district's receipt of such request unless the parties agree otherwise. Such inspection shall be made during the normal business hours of the school.
2. A school official will be available during any such inspection to assist in the interpretation of the records if requested to do so by the parent(s)/guardian(s).
3. A student under the age of 18 may inspect his/her records with the written consent of one parent/guardian following the procedure outlined above. Student inspection of records will be supervised by school personnel, and a copy of the parent/guardian consent shall be placed in the permanent record.
4. Records may be copied at the request of the parent/guardian at a cost of \$.35 per page. No parent/guardian or student shall be precluded from copying information because of financial hardship.

RELEASE OF DIRECTORY INFORMATION. District 15 may occasionally release "Directory Information" to the public. "Directory Information" shall be limited to: basic identifying information (name, address, gender, grade level, birth date and place, and parents' or guardians' names and addresses; academic awards and honors; information in relation to school sponsored activities, organizations and athletics; major areas of study; period of attendance in school; and weight and height of athletic teams). **Any parent(s)/guardian(s) who wish that such information NOT made public shall file a written notification designating the information not to be released.** Prior to the release of directory information, the District must notify the parent(s)/guardian(s) in writing. Such notification shall include the date of notification, the names of the parent(s)/guardian(s), and student, the directory information to be released, and the scheduled date of release.

STUDENT RECORD CHALLENGES. The parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of the records, except grades, and request a hearing. This right includes the right to challenge the information contained in the student records prior to the transfer of records to another school district in the event of the student's transfer to another school system. The procedures for challenging the contents of student records is as follows:

1. A request for a hearing shall be submitted in writing to the principal and contain notice of the specific entry or entries to be challenged and the basis of the challenge.
2. An initial information conference will be held by the principal with the parent(s)/guardian(s) within fifteen (15) school days of the receipt of the request for a hearing.
3. If the challenge is not resolved by this informal conference, formal procedures shall be initiated. Formal procedures include: (a) a hearing officer shall be appointed by the superintendent; (b) the hearing officer shall conduct a hearing within a reasonable time, but no later than fifteen (15) school days after the informal conference, unless an extension of time is agreed upon by the parent(s)/guardian(s) and the principal. The hearing officer shall notify parent(s)/guardian(s) and the principal of the time and place of

- the hearing; (c) at the hearing, each party shall have the following rights: the right to present evidence and to call witnesses; the right to cross-examine witnesses; the right to counsel; the right to a written statement of any decision and the reasons therefore.
4. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
 5. The decision of the hearing officer shall be rendered no later than ten (10) school days after the conclusion of the hearing and shall be transmitted immediately to the parent(s)/guardian(s) and school officials. It shall be based solely on the information presented at the hearing and shall be one of the following: to retain the challenged contents of the student record; to remove the challenged contents of the student record; to charge, clarify, or add to the challenged content of the student record.
 6. Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within twenty (20) school days after the decision is transmitted. If the parent(s)/guardian(s) appeal, the parent(s)/guardian(s) shall so inform school officials within ten (10) school days, the school officials shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent material to the Superintendent of the Educational Service Region. The School District may initiate an appeal on its own behalf by following the same procedures. Upon receipt of such document, the Superintendent of the Educational Service Region shall examine the documents and the record, make findings and issue a decision to the parents and the school officials within twenty (20) days of the receipt of the appeal documents. The school shall be responsible for implementing the decision of the Superintendent of the Educational Service Region. The final decision may be appealed to the judicial system. Parent(s)/guardian(s) also have the right to insert into their child's student record a statement of reasonable length stating their position on any disputed information in that record. The school will include a copy of the statement in any release of information in dispute.

STUDENT AUTHORIZATION FOR INTERNET/DISTRICT NETWORK ACCESS

Parent(s)/guardians(s) must sign an authorization before a student will be granted supervised or unsupervised access to the Internet and the District Network.

All use of the Internet and District Network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Authorization for Internet and District Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document indicates the party who signed has read the terms and conditions carefully and accepts their significance.

Terms and Conditions

1. Acceptable Use – Access to the District's Internet and District Network must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges – The use of the District's Internet and District Network is a privilege, not a right, and inappropriate use will result in a cancellation of these privileges. The District Administrators will make decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time. This decision may be appealed to the Board of Education.
3. Unacceptable Use – The student is responsible for his/her actions and activities involving the Internet and District Network. Some examples of unacceptable use are:
 - a. Using the Internet and District Network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Gaining unauthorized access to resources or;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
4. Internet and District Network Etiquette – Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the password, personal addresses or telephone numbers of anyone.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the law enforcement authorities.
 - e. Do not use the Internet or District Network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the Internet and District Network to be private property of the district.

5. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet and District Network is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification - The user agrees to indemnify District 15 for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the *Authorization*.
7. Security – The Internet and District Network security is a high priority. If you can identify a security problem on the Internet or District Network, you must notify the Building Principal. Do not demonstrate the problem to other users. Keep you password confidential. Attempting to logon to the Internet or District Network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or District Network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – District 15 is providing access to the Internet and District Network, but assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per-minutes surcharges, and/or equipment or line costs.