

New Boston Elementary School

Parent-Student Handbook

2011-2012



Mercer County School District #404
District Office: 309-582-2238
New Boston Elementary: 309-587-8141

www.mercerschools.org

New Boston Elementary Parent/Student Handbook

Mission Statement

As a district team of students, staff, and community members, it is our mission to promote lifelong learning and to enable students to reach their full potential and become responsible global citizens.

New Boston Elementary School
301 Jefferson Street
New Boston, Illinois 61272

Phone: 309-587-8141
Fax: 309-587-3349

This handbook has been approved by the Mercer County School District Board of Education. This handbook is only a summary of board policies governing the district. Board policies are available to the public at the unit office.

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Welcome
To
New Boston Elementary School

Dear Students and Parents,

Welcome to New Boston Elementary School and to Mercer County School District #404. As parents you want what is best for your child and want them to be successful in school. The teachers and staff at New Boston Elementary strive to offer the best education setting possible and all work very hard to meet the needs of your student. Our teaching staff has many years of experience and have many resources to pull from to help each child reach their fullest potential.

This handbook expresses the basic philosophy and the policies of New Boston Elementary School. In order to be knowledgeable about the contents and expectations of the handbook parents are expected to read the handbook and discuss the various topics with their student. Please keep this handbook as a reference throughout the school year.

This handbook is not a contract and is subject to change at the discretion of the administration. This handbook reflects the status of the rules and procedures currently in practice and are subject to change. Please contact me if you have any concerns regarding information contained in this parent and student handbook.

Communication is the foundation for building teamwork between the parent and school. As partners in the education process, we can help all of our students achieve high goals this year.

Please feel free to contact your child's teacher or myself with any questions or concerns regarding your student.

Sincerely,

Nancy Robinson

New Boston Elementary Staff – 2011-2012

Administration:

Boucher, Alan – Superintendent
Robinson, Nancy -Principal

Office:

LeHew, Tonya- Secretary
Stanford, Jerleen - Nurse

Teaching Staff:

PreK/ECE:

- **Beguelin, Linda**

Kindergarten:

- **Olson, Jennifer**
- **Whitehall, Kathy**

Grade 1:

- **Sedan, Shannon**
- **Sackville, Tracy**

Grade 2:

- **Galambos, Sue**
- **Duncan, Samantha**

Grade 3:

- **Puckett, Margaret**
- **Waters, Elene**

Grade 4:

- **Carey, Pam**
- **Shepard, Trudi**

Other Services:

Armentrout, Chris – Librarian
Kenney, Susie – Music
Kernan, Jamie – Library Aide
Louck, Mick – Physical Education
Louck, Susan – Speech & Language Pathologist
Meece, Kelly – Art (Grade K, 1, & 2)
Molburg, Amy – Title I
Ploehn, Karla – Social Worker
Rico, Courtney – Counselor
Roberts, Sue – Special Education
Self, Robert – School Psychologist
Steele, Gyuchan – Speech & Language Pathologist
Tatro, Lori – Special Education
Trego, Jennifer – Art (Grade 4)

Paraeducators:

- **Giles, Deb – Title I**
- **King, Angie – PreK/ECE**
- **Long, Becky – Special Education**
- **Smith, Paula – Title I**
- **Norwick, Cimion – Special Education**
- **Sunken, Collette - ECE**

Support Staff:

- **Daum, Tiffany – Custodian**
- **Ferguson, Casie - Custodian**
- **Giles, Lyla – Custodian**
- **Long, Sara - Cafeteria**
- **Luxmore, Joan – Cafeteria**

<p>August 8/8 – Monday – Registration 10 am to 6 pm. 8/9 – Tuesday – Registration 10 am to 6 pm. 8/ 19 – Monday – 1st day of student attendance (11:30 dismissal)</p>	
<p>September 9/2 – Friday – 1:05 dismissal 9/5 – Monday – No School/Labor Day 9/16 – Friday – 1:05 dismissal</p>	
<p>October 10/7 –Friday – 1:05 dismissal 10/10 – Monday – No School/Columbus Day 10/14 – Friday - End of First Quarter 10/20 & 10/21 – Thursday/Friday Parent-Teacher Conferences No student attendance</p>	
<p>November 11/4 – Friday – 1:05 dismissal 11/11 – Thursday – Early – No School/ Veteran’s Day 11/18 – Friday – 1:05 dismissal 11/24 & 11/25 – Thursday/Friday No School Thanksgiving Break</p>	
<p>December 12/2 – Friday – 1:05 dismissal 12/16 – Friday – 1:05 dismissal 12/21 – Wednesday – End of semester 12/22 to 1/4 – Thursday / Wednesday Christmas / Winter Break</p>	
<p>January 1/5 – Thursday – School resumes 1/16 – Monday – No School / Martin Luther King’s Birthday 1/20 – Friday – 1:05 dismissal</p>	
<p>February 2/3 – Friday – 1:05 dismissal 2/17 – Friday – 1:05 dismissal 2/20 – Monday – No School President’s Day</p>	
<p>March 3/2 – Friday – 1:05 dismissal 3/5 – Monday – No School / Casimir Pulaski Day 3/16 - Friday – 1:05 dismissal 3/30 – Friday – No School / Teacher’s Institute 3/9 – End of 3rd Quarter</p>	
<p>April 4/5, 4/6 & 4/9 – Thursday, Friday, Monday - Spring Break 4/20 – Friday – 1:05 dismissal</p>	
<p>May 5/4 – Friday – 1:05 dismissal 5/22 – Tuesday – No School / Teacher’s Institute 5/23 – Wednesday – Early dismissal / Report Card Day Emergency Days – 5/24, 5/25, 5/29, 5,30, 5/31</p>	

Daily Schedule

7:35 – Students who do not ride a bus to school may enter the building. The breakfast program will begin serving at this time.

8:05 - School begins (tardy bell rings).

8:05 – Announcements

10:45 to 11:05 – Kindergarten recess / Kindergarten lunch – 11:10 to 11:30

10:55 to 11:15 – Grade 1 recess / Grade 1 lunch – 11:20 to 11:40

11:05 to 11:25 – Grade 2 recess / Grade 2 lunch – 11:30 to 11:50

11:15 to 11:35 – Grade 3 recess / Grade 3 lunch – 11:40 to 12:00

11:25 to 11:45 – Grade 4 recess / Grade 4 lunch – 11:50 to 12:10

3:05 – Dismissal, 1st busses leave

3:05 – Walkers are dismissed

3:35 – Late busses leave

Note:

- Individual class schedules vary on a daily basis as well as from grade to grade.
- Early out dismissals on SIP Friday's are 1:05 for 1st buses, 1:05 for walkers and 1:35 for late buses.

Student Attendance

Regular attendance is necessary if students are to receive the maximum benefit from their educational experiences. Getting an education is a full-time job and each student should be at school every day that school is in session.

Accordingly, Illinois School code 105 ILCS 5/26-1 Compulsory Attendance states that a child must “attend some public school in the district wherein the child resides the entire time it is in session during the regular school term” except for the following valid reasons: illness, observation of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such circumstances which cause reasonable concern to the parent for the safety or health of the student.

In accordance with the Illinois School code family vacations or trips do not constitute a “valid cause” for an absence and should, therefore, be listed as an unexcused absence. Absences will be adjudged by the building administrator as excused or unexcused.

Excused Absences include:

1. Personal illness (doctor, dental or eye exam appointments)
2. Death in the family
3. Religious holiday
4. Family emergency

Unexcused Absences include:

1. Oversleeping
2. Transportation problems
3. Business that could be held outside the school day
4. Vacations

- Students who miss more than one hour of school on any school day will be marked as being absent for one-half day.
- When students are absent from school:
 - A phone call must be made to the school office the morning of the absence stating the reason for the absence. (587-8141)
 - When not notified of an absence, state law requires the school to make attempts to contact the parents. This is for the child’s safety.
 - Students that are not in attendance or goes home during the school day sick MAY NOT attend school-sponsored extracurricular activities that day. Activities include; family nights, music programs, athletic events or any other school sponsored activity.

Arrival Times and Tardiness

Any student not in her/her classroom by 8:05 is considered tardy. Students who are repeatedly tardy will be referred to the principal. Parent cooperation is requested in seeing that children arrive at school after 7:35 and before 8:05.

Emergency School Closings

Parents will be notified of emergency school closings through a phone notification system as well as announcements through local media. Radio stations include: WRMJ (102.3FM), WRAM (1330AM), WMOI (97.7FM), and TV stations include: KWQC, WHBF, and WQAD. It is recommended that parents have plans in place for emergency closings about what your child is to do in such events.

Excessive Student Absenteeism

In the event that a student is absent from school or more than 10 days a medical statement from a licensed physician or health department official may be required in order to excuse each and every subsequent absence from school. A student may be considered *truant* after 10 excused and/or unexcused absences and may be referred to the Regional Office of Education Truancy Officer. Repeated truancy is subject to disciplinary and/or legal action according to Illinois law.

Request for Early Dismissal

To ensure safety, teachers will not release any student from the classroom during the school day without authorization from the office. Parents who need to speak with or pickup their student(s) during school hours **MUST CHECK IN** at the school office. Their student(s) will then be called to the office. Parent or guardian must sign and date the Student Arrival & Departure record book in the office. Anyone picking up a student may be requested to show identification.

Students who regularly ride the bus, walk, or are picked up by their parent after school, are not to leave school in any other manner unless written permission, signed by a parent, is received by the teacher. If an emergency arises and a parent must make a change in the location of after-school care or supervision, school officials must be notified immediately of the change. It is preferred that the office is notified no later than 2:45 to make sure that students, teachers, and transportation personnel can be notified in a timely manner. Without proper notification, a student will be sent home according to the regular schedule and location.

Student Conduct and Discipline

One of the more important lessons education should teach is self-discipline. It is the shared responsibility of the home and school to accomplish this goal. Effective training develops self-control, character, orderliness, and efficiency. Self-discipline is the key to good conduct and proper consideration for other people and their property. Students are expected to conduct themselves in a manner that will promote a safe, orderly learning environment for all. Any behavior which causes the learning atmosphere to be disrupted, or which infringes upon the rights of others in the school, will not be tolerated.

Positive Behavior Interventions and Supports (PBIS)

The teachers and staff at New Boston Elementary School have implemented a discipline system designed to promote appropriate student behaviors through direct instruction of those behaviors, and positive rewards for students who demonstrate those behaviors on a regular basis. Through this system we hope to focus more on encouraging students to behave in a positive manner, with the anticipated result that only a few students will need to have consequences or be disciplined for doing otherwise.

We have instituted various ways to reward students for positive behavior. This includes frequent verbal praise, awarding of “tickets” which may used to purchase small prizes or activities, occasional classroom rewards, as well as some school-wide celebrations. The first

full day of school and the first day students return from their winter break will be used to teach and reinforce the expected school-wide behaviors. Throughout the year, the staff will continue to re-teach and reinforce the expected school-wide behaviors through “Cool Tool” lessons. The following chart shows how these expectations can be interpreted in different settings. Students will be expected to display the behaviors described in this chart.

Please go over these expectations with your student and review them as needed.

School-Wide Expectations

** RESPECT YOURSELF * RESPECT OTHERS * RESPECT PROPERTY*

Expectations	Hallways	Restroom	Cafeteria	Playground	Bus	Classroom	All Settings
Respect Yourself	1) Walk normally	1) Use healthy habits 2) Wash hands with soap	1) Eat your own food 2) Be neat 3) Walk when entering and leaving	1) Play safely 2) Dress for the weather 3) Wear appropriate shoes	1) Enter and leave the bus safely 2) Remain seated in your seat when the bus is moving 3) Keep all parts of the body inside the bus 4) Follow the bus driver's instruction	1) Bring what you need to class 2) Complete assignments 3) Take pride in your work 4) Be responsible for yourself	1) Give your best effort 2) Be on task 3) Keep body and clothing clean
Respect Others	1) Walk normally and in single file, staying to the right when possible 2) Voices off 3) Stay in your own space	1) Use quiet voices 2) Give others privacy 3) Always flush after use	1) Use quiet voices 2) Practice good manners 3) Give the cooks your attention	1) Take turns and share equipment 2) Be kind and include others 3) Line up quickly and orderly	1) Stay in your own space 2) Use quiet voices 3) Follow the bus driver's instruction	1) Be a polite listener 2) Use quiet voices 3) Allow others to learn 4) Work as a team	1) Use good manners 2) Stay in your own space 3) Follow adult directions 4) Be kind
Respect Property	1) Take care of our hallways	1) Keep restrooms clean 2) Use equipment and towels properly 3) Dispose of used towels in the trash can	1) Pick up and return tray and utensils correctly 2) Keep uneaten food on tray	1) Use equipment properly 2) Return equipment properly 3) Leave rocks and sand in place 4) Stay in assigned area	1) Take care of the bus seats and windows 2) Put all trash in proper place 3) Follow the bus driver's instructions	1) Use your own supplies 2) Keep desk and classroom clean	1) Take care of all property 2) Leave valuables and toys at home 3) Clean up after yourself

Those students who are unsuccessful following our school-wide effort may move to a more focused level of support. Students may be referred to our Student Assistant Team (a team of teachers who work together to seek solutions so students may be successful in school). These students may be placed into a “Check/In, Check/Out” system that is designed to give more focused support to students through a designated teacher. Other students may need an individual plan.

When students fail to meet expectations, consequences should be expected. Office Referrals will be issued and depending on the severity and frequency of unacceptable behavior along with the age of the student consequences may be any one or more of the following, or other consequences as deemed appropriate in specific situations:

- Verbal correction from adult supervisor/teacher
- Office referrals (minors, majors). **NOTE: Students receiving three major referrals per quarter will be eligible for a one day in-school suspension. Three minors per month becomes a major.**
- Loss of recess time
- Denial of special privileges (ex. Student council, miss parties, field trips)
- Natural consequences related to unacceptable behavior (ex. Cleaning up mess)
- Time-out from classroom
- Referral to the PST team
- Communication with parent via note, telephone call, or conference

This list does not represent a sequential list of consequences and is not inclusive.

Special Education Students/Discipline

The Mercer County School District #404 has adopted a policy concerning discipline and special education students. The policy is in compliance with federal and state guidelines. The policy explains the rules and procedures that will be followed when disciplining special education students. Parents of special education students are to receive a copy of the policy within fifteen days after the start of school.

Suspension and Expulsion Policies

Students who are guilty of gross disobedience or misconduct are subject to suspension from classes. Two types of suspension are possible. One is the in-school suspension when the student remains in an assigned school area under the supervision of a staff member. An out-of-school suspension may be assigned by the building principal at his/her discretion, up to a maximum of 10 days. All out of school suspensions will be treated as unexcused absences. Parents will be notified of the suspension. Parents will receive a written notice of the reasons of the suspension and the beginning and ending dates of the suspension. They will also be advised of a right to a hearing with the District superintendent and then the Board of Education, if needed. The decision of the Board of Education is final. Student serving out-of-school suspensions are not permitted on school property and may not participate or attend any school activity. Before the student returns to school, a conference with the parents will be arranged.

Appropriate Language/Bullying

Students should speak and converse appropriately for a school setting. Swearing, profanity, vulgar, suggestive or threatening expressions may result in severe penalty.

Students will not use any form of aggressive behavior that does physical or psychological harm to someone else. Students will not urge other students to engage in such conduct. Prohibited aggressive behavior includes, but is not limited to, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm

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

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

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

SEVERE CLAUSE: If a student's misconduct is severe, as in cases of fighting or threatening injury, possession of a weapon or any other object used or attempted to be used to cause bodily harm, willfully damaging property, displaying extreme disrespect or other extreme misbehaviors, other disciplinary action will be determined and the parents will be contacted immediately. Disciplinary actions may range from a one day in-school suspension, to a ten day out-of-school suspension, to expulsion by the Mercer County Board of Education.

Bus Conduct and Discipline

To ensure the safety of all students, it is extremely important that every student behaves properly and follows the rules for riding the school bus. The Board of Education and the Mercer County School District #404 expect students to cooperate at all times and exhibit attitudes of respect and courtesy to other children, teachers, school personnel and property. Mercer County School District provides transportation to all students who abide by reasonable rules of conduct. Students, who cannot behave on the bus or while waiting for the bus, will be issued bus conduct cards. Parents will be informed of a child's misbehavior on the bus with a Bus Conduct Notice. Cards may be issued for any of the following reasons:

- Refusal to cooperate with bus driver
- Obscene and unacceptable language, gestures, remarks, or signs.
- Excessive talking and unnecessary noise, lack of courtesy and respect
- Throwing items of any kind in the bus or out of the windows
- Fighting or scuffling on the bus or at the bus stop, not keeping hands and feet to yourself
- Deliberate delay – loading or unloading
- Refusal to stay seated – turning around in seat or switching of seats
- Having or using tobacco on the bus or at the bus stop
- Extending arms, hands or head out windows- not keeping all body parts inside the bus
- Tampering with equipment
- Eating or drinking on the bus

Riding the bus is a privilege, not a right. Misbehavior could result in suspension from riding the bus.

1st Bus Conduct Notice: Parent must sign the card and return it to school before the student may ride the bus again.

2nd Bus Conduct Notice: Parent must sign the card and contact the office to schedule a conference before the child rides the bus again.

3rd Bus Conduct Notice: Privilege of riding the bus will be suspended for 3 days.

4th Bus Conduct Notice: Privilege of riding the bus will be suspended for 10 days.

5th Bus Conduct Notice: Parent must appeal to the superintendent and Board of Education to reinstate bus riding privileges. By signing off that you have received and read this handbook, you have given the school district the right to audiotape and/or videotape your child for safety purposes while he/she is riding the bus. These tapes may be viewed by school administration and may be used to address safety/discipline issues.

School Services

Student Health

Physical Examinations and Immunizations

In accordance with Illinois law, before entering kindergarten, all students are required to have a physical examination, including required immunizations. Any students who are new to the Mercer County School District must also show evidence of the required examinations and immunizations. The examination must be completed within one year prior to the entrance date by a physician on the Illinois physical form, and the documentation should be provided to the school at the time of registration. **Students whose records are not complete and on file in the health office will be excluded from school until the records are complete.** For all kindergarten students lead screen, dental examination, and vision examination are also now required by the state. Dental examinations are required for all second grade students.

When Is Your Child Too Sick For School?

Many parents wonder when their child is too ill to attend school. If your child experiences any of the following symptoms before school, please keep them home:

- Restless at night (often the first sign of an acute illness)
- Sore Throat (Rash of Unknown origin)
- Fever – 100 degrees or over
- Flushed Face
- Poor Appetite
- Runny nose (with yellow or green discharge)
- Headache
- Severe Coughing or Sneezing
- Nausea, vomiting, or diarrhea within the last 8-12 hours
- Chills
- Lack of sufficient sleep
- Red, burning, itchy or watery eyes – white or yellow discharge, eyelids stick together in the morning, or eyelids that are red and swollen
- Swelling in the face or jaw – can be due to swollen glands underneath your child’s jaw or the back of the neck. It may also be due to an abscessed tooth
- Earache – a child pulling on his ear, bleeding or drainage from the ear canal or pain

Please make sure your child is fever free for 24 hours without fever-reducing medication and has not vomited for 24 hours before they return to school.

Request for Administration of Medication

Students are not permitted to keep medication in their possession while at school. The Mercer County School Nurse will provide first aid only as authorized by the State Board of Health. Over-the-counter medication will only be given with written permission from the parent. Prescriptions medication will be administered at school only if the physician requests in writing to the school, and with the following guidelines:

- Any medication to be taken **Three Times A Day Need Not** be taken at school.
- Any child taking medications must:
 1. Leave medication at the school office
 2. Have medication in bottle or box plainly marked with the following
 - Name of student
 - Name of medication
 - Dosage
 - Doctor prescribing medication
 - Reason for taking medication
 - Termination date for Administering the medication
 3. Be responsible to come to the office at designated time to take medication.
 4. Be responsible for picking up medication if it is to be taken home at the end of the day.

Communicable Disease Re-Admission Procedure

Children who develop cases of communicable diseases may be re-admitted to school after all health department provisions for isolation and quarantine have been met and the attending physician has given permission, in writing, for return to school.

Children with certain skin diseases may return if under treatment from a physician who gives written permission to return.

Pediculosis (head lice) is considered a communicable disease. If a student is found to have head lice he/she will be excluded from school until the hair is free of live lice. Students infested with fleas will be sent home, and may return once the student is free of fleas.

Eligibility for re-admission to school must be coordinated by the school nurse.

Physical Education Requirements

All pupils will be required to participate in regular physical education activities unless excused for valid reasons, i.e. illness or injury. Request to be excused from Physical Education must be made in writing by the parent or physician.

Personal Hygiene

Students are responsible for maintaining a reasonable standard of cleanliness and grooming. Counseling will occur to help each student meet appropriate standards.

Student Injuries – Illness

An attempt will always be made to notify parents when their child is significantly injured or becomes ill at school. When the parent cannot be reached, we will keep the child as comfortable as possible until the parents can be contacted. If a serious injury or illness

should occur, and parents cannot be located, we will contact those people listed in the student’s registration information, then contact the student’s physician if contacts are not available. **It is very important that contact information including phone numbers, be kept updated with our school office.** Should hospital care be required, we will have the child transported to the emergency room of Mercer County Hospital in Aledo by ambulance. An adult will always accompany the child to the hospital if this situation should occur.

Vision Screening

We will be screening vision for prekindergarten, special education students, and kindergarten, second, and third grade. *This vision screening will not take the place of the vision exam required for kindergarten entrance or first time enrollees in Illinois schools.* The Illinois school code states: “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 12 months.” Hearing screening will be done for kindergarten through third grades and those new to Illinois schools. Throughout the year, we will try to screen vision and hearing on all students.

Breakfast and Lunch Programs

Eating well-balanced meals is essential for the physical and mental growth of each child. For this reason, New Boston Elementary provides both a breakfast and lunch program for the students.

Send your check or money in a sealed envelope to the school on Monday morning. Write on the outside of the envelope the student's name, the homeroom teacher's name, and the amount enclosed. If writing a check for more than one child, list each child's name, each homeroom teacher's name and the amount of the check. Students absent on Monday will follow the above procedure on Tuesday. Credit will be given if a student is absent during the week. To help the lunch program operate efficiently, it is requested that your child's lunches be purchased on a weekly basis. We will be happy to accept your check. If two or more checks are returned for insufficient funds (NSF), then only cash will be accepted for breakfast and lunches. New Boston Elementary School is a member of the Mercer County State’s Attorney’s Check Enforcement Program and individuals who have NSF checks against the school can be prosecuted. Free and reduced lunch prices are available to students who qualify. The forms for the Free and Reduced lunch/breakfast program are available in the office at any time during the school year for families to fill out to see if the student qualifies. We cannot offer free or reduced-cost meals until the proper papers have been filled out and signed in the school office.

Breakfast – School breakfast is available from 7:35 to 7:55 am. The cost of breakfast is as follows:

	Days	Regular Cost = \$1.10	Reduced Cost= \$.30	Free
Yearly	172	\$189.20	\$51.60	0
Semester	86	\$94.60	\$25.80	0
Month	20	\$22.00	\$6.00	0
Week	5	\$5.50	\$1.50	0

Lunch- Lunch is available each day of school with the exception of the first day of school and last full day of school. Students may choose to bring a sack lunch. Milk is provided in the price of the school’s hot lunch or it may be purchased for \$.30 with a sack lunch. Parents are not to include pop, energy drinks or candy in lunches. Parents are welcomed to eat the school hot lunch, breakfast (\$2.60- lunch, \$1.10 - breakfast) or to bring home-packed lunches. Parents are not allowed to bring prepared restaurant food for school lunch. The cost of lunch is as follows:

	Days	Regular Cost = \$1.85	Reduced Cost= \$.40	Free
Yearly	171	\$316.35	\$68.40	0
Semester	86	\$159.10	\$34.40	0
Month	20	\$37.00	\$8.00	0
Week	5	\$9.25	\$2.00	0

Other food related information: Due to the district’s current wellness policy students are not allowed to bring home-made treats for birthday treats or any other treats to be provided for other students. Treats must be prepackaged or prepared in a state-licensed kitchen facility. Milk is offered to all students once daily as a snack. Students may bring in milk money semester (\$28.00) or yearly (\$56.00).

Guidance Counselor

A part time elementary guidance counselor is available. The counselor helps students overcome problems that may impede learning. The counselor may meet individual students or with groups of students who may have similar concerns. The counselor may contact parents directly about the need for continuing services.

Student Assistant Team (SAT)

The SAT team is a joint school staff and community effort to identify, assist and support all students who are at risk of having academic and behavioral issues which may interfere with them having success in school. The team consists of teachers and school staff members who through the problem solving method will evaluate the student’s needs and offer solutions to assist and support the student. The main goal of the SAT team is to identify students whose behavior, attendance, health and/or other factors are preventing them from experiencing school success. Faculty, staff, and parents who feel that a student is in need of such assistance or support may be referred to the SAT team for consideration.

Learning Resource Center (LRC)

New Boston Elementary School houses a library and computer lab. The library offers students library classes and lends books to all students. Students are responsible for any books that are checked out. If lost or damaged, students will be required to pay for the book(s) based on replacement or repair costs.

Preschool Screening

Each spring New Boston Elementary offers a free preschool screening for children ages 0 to 5. Children are screened in the areas of vision, hearing, cognitive and motor development. The purpose of the screening is to identify delays in development and match student needs with available services. Parents are urged to have their child screened each year as children progress and grow quickly with many changes occurring from year to year. There is no charge for this screening. Screening dates and locations will be announced several weeks in advance.

Tutoring

Tutoring is offered through grant funds supplied from the Regional Office of Education through Project Stay-In. Tutoring is offered to students who are in need of assistance. The number of students who can be served and the time frame for tutoring services will be determined by the amount of funding available.

Title I Program

The Title I program in the Mercer County School District is funded under the No Child Left Behind Act of 2001. Title I of this act provides financial assistance to local school districts to provide services which help at-risk children achieve the high standards expected of all children.

The main goal of our program is to provide a wide range of assistance so that all students can achieve the high standards expected of all students. Characteristics of the New Boston Elementary Title I program is:

1. The New Boston Elementary Title I program is a school-wide program. This allows Title I funding to benefit all students through programs, materials, and professional development for all teachers.
2. In class as well as after class assistance is provided.
3. Through diagnosis and teaching, we endeavor to discover and overcome the special and particular needs of each student.
4. The Title I program is correlated to the student's classroom program.
5. The District/School has a parental involvement plan in order to assist and encourage parents to become involved in their child's education. Those policies are available upon request.

Special Education

In accordance with federal and state mandates Mercer County School District provides special education free of charge to the parents. Mercer County School District is required to identify and provide appropriate educational programs for students 3-21 years of age residing in the district who require these services. The following special education programs are provided at New Boston Elementary to help each child reach his/her potential: Early Childhood Education (ECE, ages 3-5); Speech/Language; and Special Education services to students qualifying for those services in grades K-4 through in-class support, instructional or resource support, or on a consultative basis. Students requiring further assistance will be referred to other programs through the Black Hawk Area Special Education District.

Parent Teacher Organization

New Boston Elementary has an active PTO that helps serve the needs of the school. They help by volunteering services, sponsoring programs, and funding special projects that are not funded by our district budget. Funds are raised through several projects. You are invited to be a part of this vital group. You may call the New Boston Elementary office for details.

RTI – Response to Intervention and Problem Solving Overview

The federal Individuals with Disabilities Education Act (IDEA) and No Child Left Behind (NCLB) laws both require the use of research based instruction and interventions. In Illinois a problem-solving model must be implemented to evaluate student responses to research based interventions. A child's response to interventions is often abbreviated and referred to as RTI. A problem-solving model is a systematic and data-driven method for determining the degree to which a student has responded in interventions. Services should intensify for a student as the student's response to the intervention is below expectations. The problem-solving model is an initiative that supports general education school improvement goals. It is intended to help as many students as possible to meet proficiency standards without special education. The model is applicable to academic and behavioral issues.

There are three levels of interventions that are referred to as Tiers. The descriptions of each Tier are described below. These tiers are viewed as continuum of services where Tier 1 is the least intense, while Tier 3 involves the most intense interventions.

Tier 1 is the delivery of a Scientifically Based Core Program within the general educational setting. Universal screening will determine the students that may be at risk in comparison to the identified district benchmarks. Screenings will be done three times a year. All students receive instruction within Tier 1 in the general education classroom which may include core group interventions designed to promote student to progress at a sufficient rate. When the core program is delivered

with fidelity, intensity, passion, and with necessary, appropriate, and practical accommodations it should meet the needs of approximately 80% of the students within the grade level subject area.

Tier 2 is delivered to those students which have been identified to be at risk of failure through the universal screening tool. Students identified for Tier 2 will receive supplemental instruction using targeted interventions. This supplemental instruction will include MORE time, explicit teacher-led instruction, scaffold instruction, opportunities to respond with corrective feedback, language support, intensive motivational strategies and frequent progress monitoring in order for students to decrease the performance gap in comparison to Tier 1 peers. Once the progress monitoring data indicates a student has made sufficient progress toward benchmarks, a decision could be made that the student no longer requires Tier 2 supplemental interventions but Tier 1 instruction will continue. Research indicates that approximately 15% of the students will be in Tier 2.

Tier 3 is designed for students who, through progress monitoring data, do not show significant improvement in their identified deficit area(s) when presented with various Tier 2 interventions. Tier 3 students will receive intensive, individualized targeted interventions. This is in addition to Tier 2 supplemental and Tier 1 core instruction. This intensive instruction will include the MOST time, explicit teacher-led instruction, scaffold instruction, opportunities to respond with corrective feedback, language support, motivational strategies, and frequent progress monitoring in order for students to decrease the performance gap in comparison to Tier 1 peers. Approximately 5% of student will require the intensity of Tier 3 interventions.

Mercer County School District has a written RTI plan in place. The tiered model is intended to be a fluid system that promotes the movement of students from one tier to another as indicated by the data. Our district plan will dictate when a request for evaluation of possible special education services should be considered.

General Policies and Information

Grading Scales

Mercer County School District
grading scale:

- A - 93-100
- B - 83-92
- C - 74-82
- D - 64-73
- F - 0-63

Scoring for standards based skills:

- 1 = Exceeding Standards
- 2 = Meeting Standards
- 3 = Needs Improvement
- 4 = Unsatisfactory
- x = Not covered at this time

And:

- VG = Very good
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

RETENTION PROCEDURE

If a student is in danger of failing a grade, parents will be informed well in advance so they are aware that their child needs extra help during the school year. The following procedure will document the student's progress throughout the year so if retention is necessary, a parent may feel comfortable that a right decision has been made.

- 1. Parents should be informed** of a student's progress during the first parent-teacher conference, or as soon thereafter as difficulties are recognized.
- 2. If the student is having difficulty**, another conference will be set up between the parents and teachers early in the 2nd semester. This conference will specifically mention that retention is a possible consideration with written documentation.
- 3. As appropriate**, the teacher will refer the student to the Student Assistant Team for assistance in planning and implementing interventions to provide support for the child who is at risk of not being promoted.
- 4. A teacher/parent/principal conference will be scheduled** after the 3rd nine weeks to consider any student who still is not achieving satisfactorily. The purpose of this meeting will be to determine recommendations for promotion or retention of the student.
- 5. By the end of school**, the teacher and principal will meet to determine students to be retained. The parents will be informed of the decision to retain or to promote as well as the reasons for retention.

Student Dress

When dressing your child for school several things need to be taken in to consideration.

Weather: Dress your child in cool comfortable clothes, yet must be appropriate for a school setting. Dress your child in warm clothes, including coat, hat, boots, and gloves when the weather begins to get cold. Students are outdoors for recess as well as during their transportation to and from school. Buses can become delayed or disabled and students need to be dressed to keep them safe and comfortable when the weather is cold.

Safety: Shoes worn to school should be appropriate for activities at recess and PE that involving running (**flip-flops are strongly discouraged**). Shoes with heels are not allowed.

School Environment: The administration reserves the right to disallow attire or hair styles (including colors) that may disrupt the teaching environment. No clothing promoting alcohol, tobacco, or illegal drugs, or items displaying lewd or inappropriate statements or pictures, will be allowed in school or at school-sponsored functions. Students are expected to remove hats or caps when entering the building. Students are not allowed to wear hoods inside the building.

Personal Belongings

The school is not responsible for lost, stolen, or broken articles. Please mark all items brought from home with your child's name. Students should not bring items to school that have significant sentimental or monetary value. Students should only bring money to school that is needed for school expenses. Students are not to bring trading cards, electronic games or other devices to school. Cell phones are allowed at school, although discouraged at the elementary level, but must be turned off and must remain in a student's locker or book bag. Scooters, skateboards, and roller blades are not allowed at school. Lost and found articles may be turned into the office.

Student Records

A student's records may be examined by the student's parents following receipt of a written request to the building principal. Additional information regarding the rights of students and parents where student records are involved is available at the District office.

Textbooks

Textbooks are provided to the students. These will be distributed in the classroom by the teachers. Textbooks will be collected from the students at the end of the school year. Students are expected to take good care of the books issued to them. Charges will be assessed for excessively worn, marked, or lost textbooks.

Visitors / Volunteers

Visitors and volunteers are welcome in our building and encouraged to be a part of our learning community. All visitors during the regular school day must report directly to the office sign in and obtain a "Visitor's Pass" before entering other areas of the building. Visitors are asked to sign-out in the office when leaving. Non-authorized persons should not be in the school building or on the school premises at any time without clearance from the office.

Drug Free Zone

Mercer County School District #404 has been designated a Drug Free School Zone. This means that any drug or look-a-like drug, alcohol, or tobacco violation on school property and/or at any school function (on campus or off) can result in disciplinary action by school officials.

Bicycles

Students who live within biking distance from school are allowed to ride their bicycles to schools. Parents are encouraged to make sure their child is knowledgeable in bicycle safety rules and regulations. Safety helmets are recommended. Bicycles are to be parked on the

north side of the building and properly locked. Bicycles are not to be ridden on school grounds.

PERTINENT DISTRICT INFORMATION

CIVIL RIGHTS GRIEVANCE PROCEDURES

Notice of Nondiscrimination

Mercer County School District #404 will not discriminate and will provide equal educational opportunities and extra-curricular for all students, without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and/or mental disability, age, sexual orientation, economic and social conditions, or actual or potential marital or parental status.

Gender Equity

Mercer County School District #404 does not discriminate on the basis of gender in the provision of programs, activities, services or benefits, and it guarantees both genders equal access to educational and extra-curricular programs and activities. Facilities and related services, equipment and supplies are neither assigned nor limited on the basis of gender (excluding shower and toilet facilities, locker rooms, dressing areas and facilities used by exempt organizations).

Uniform Grievance Procedure

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title 2 of the Americans With Disabilities Act;
2. Title 9 of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals with Disabilities Education Act, 20 U.S.C. 1400et seq.
5. Title 6 of the Civil Rights Act, 42 U.S.C. 2000d et seq.
6. Equal Employment Opportunities Act (Title 7 of the Civil Rights Act). 42 U.S.C. 2000e et seq.
7. Sexual harassment (Illinois Human Rights Act, Title 7 of the Civil Rights Act of 1964, and Title 9 of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Provision of services to homeless students.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decisions and Appeal

Within 5 school days after receiving the Complaint Manager’s report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 5 school days after receiving the Superintendent’s decision, the Complainant may appeal the decision to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the School Board. Within 10 school days, the School Board shall affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board’s decision, the Superintendent shall inform the Complainant of the Board’s action. The Complainant may appeal the School Board’s decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a School Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

<u>The complaint managers are listed as follows:</u>	
Gavin Sronce, Principal	Robert Reed, Principal
Mercer County High School	Mercer County Junior High
1500 S. College Ave.	PO Box 436
Aledo, IL 61231	Joy, IL 61260
(309) 582-2223	(309) 584-4174

STUDENTS WITH DISABILITIES

All children with disabilities have a right to a free appropriate public education as provided under the Illinois School Code. Mercer County School District shall provide, upon request, written materials and other information that indicates the specific policies, procedures, rules and regulations regarding the identification, evaluation or educational placement of children with disabilities. Inquiries should be directed to:

Director of Special Education
 Apollo Elementary School
 801 SW 9th Street
 Aledo, IL 61231
 Phone: 309/582-5350

STUDENT RECORDS (FERPA)

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor,

instructor, or support staff member (including health and medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

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

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incrimination, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of*-
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use -
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. Mercer County School District #404 has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Mercer County School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Mercer County School District will

also directly notify, such as through US Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Mercer County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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

SEXUAL, RACIAL, ETHNIC AND RELIGIOUS HARASSMENT

Sexual, racial, ethnic, religious harassment; and intimidation of students is prohibited.

Sexual Harassment

An employee, District agent, or student engages in sexual harassment and intimidation whenever he/she makes unwelcome sexual advances, requests sexual favors, or engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
 - a. substantially interfering with a student's 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 a rejection of such unwelcome conduct the basis of academic decisions affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment and intimidation include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Racial, Ethnic and Religious Harassment

Racial, ethnic, religious harassment; and intimidation include, but are not limited to: verbal or physical conduct that denigrates or shows hostility or aversion towards an individual in that:

1. has the purpose of affecting or creating an intimidating, hostile or offensive educational environment;
2. has the purpose or affect of unreasonably interfering with an individual's academic performance;
3. or otherwise adversely affects an individuals academic opportunities.

Examples of harassment and intimidation might include, but are not limited to, threats, insults, racial or religious slurs, unwelcome comments, jokes, pranks, gestures, or physical contact and display or circulation of derogatory or inappropriate written or other physical materials, cartoons or pictures.

Reporting Harassment and Intimidation

Students who believe they are victims of sexual, racial, ethnic, religious harassment and intimidation or have witnessed such harassment and intimidation are encouraged to discuss the matter with the Nondiscrimination Coordinator or the Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

The names, addresses and telephone numbers of the District’s current Nondiscrimination Coordinators and Complaint Manger are as follows:

Nondiscrimination Coordinators:

Name: New Boston Elementary School
Principal Nancy Robinson
Address: 301 Jefferson Street, New Boston, IL 61272
Telephone No.: 587-8141

Name: Apollo Elementary School
Principal Bill Fluette
Address: 801 SW 9th Street, Aledo, IL 61231
Telephone No.: 582-5350

Complaint Manager:

Name: Superintendent of Schools, Alan Boucher
Address: 1002 SW 6th Street, Aledo, IL 61231
Telephone No.: 582-2238

The Superintendent shall also use reasonable measures to inform staff members and students that the District will not tolerate sexual, ethnic or religious harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual, racial, ethnic, religious harassment, and intimidation will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual, racial, ethnic, religious harassment; and intimidation will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any student making a knowingly false accusation regarding sexual, racial, ethnic, religious harassment and intimidation will likewise be subject to disciplinary action up to and including suspension and expulsion.

SEX OFFENDER REGISTRY

The Illinois State Police provides an online listing of sex offenders required to register in the State of Illinois. The database is updated daily and allows searching by name, city, county, zip code, compliance status, or any combination thereof. The list can be viewed by going to the following web address: <http://www.isp.state.il.us/sor/>. The school district will be happy to assist you with getting access to the registry if you do not have Internet access.

PARENTAL RIGHT TO REVIEW CURRICULUM

Parents have a right to review the instructional materials used by their child’s classroom teacher. Parents wishing to do so should contact their child’s teacher to make arrangements.

NO CHILD LEFT BEHIND (NCLB)

Upon request, parents have a right to inspect their child’s teacher’s qualifications and the district’s parent involvement policies. Parents also have a right to receive notice of their child’s achievement level in each state academic assessment. Parents will be notified if their child has been taught by a teacher who is not highly qualified for 4 or more consecutive weeks.

TRANSPORTATION REIMBURSEMENT

The district provides transportation for all students who live more than 1.5 miles away from school. Parents can seek transportation cost reimbursement from the State if they drive their child to and from school because they feel the child’s walking route is unsafe. Parents desiring to seek transportation reimbursement should contact the school by November 1 of each school year to obtain the claim forms. A copy of procedures regarding reimbursement disputes is available to parents upon request.

ASBESTOS PLAN

Many of the district buildings contain some form of asbestos. The district maintains an asbestos plan to ensure the safety of the students and staff. Parents and community members wanting to examine the district’s asbestos plan should contact the unit office.

VISION SCREENING

Each year, the district conducts vision screenings with all students. 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 12 months.