ESWOOD COMMUNITY CONSOLIDATED GRADE SCHOOL

DISTRICT NO. 269

ADMINISTRATIVE OFFICE
ESWOOD SCHOOL
304 NORTH MAIN
LINDENWOOD, IL 61049
PHONE (815)393-4477

STUDENT-PARENT HANDBOOK

2024-2025 School Year

Memberships:

Illinois Association of School Boards

Illinois Jr. High School Music Association

Illinois Association of Administrators

Meridian Athletic Conference

Ogle County Educational Cooperative

Approved August 19, 2024

ESWOOD COMMUNITY CONSOLIDATED GRADE SCHOOL #269

304 North Main Street
Lindenwood, Illinois 61049-0007
Telephone: (815) 393-4477

Office Hours: 8:00 a.m. – 3:30 p.m.

Classroom Times: K-8: 8:30 a.m. - 3:05 p.m.
Student will enter the building at 8:20am

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FACULTY

ADMINISTRATION:
Mrs. Kirsten Garrigan: Superintendent/Principal
Mrs. Erin Whitehead: Administrative Assistant

TEACHERS:
Mrs. Emily Reed: Kindergarten
Ms. Sophia Apostol: First Grade
Ms. Kylie Hosick: Second Grade
Mrs. Shana Bell: Third Grade
Mr. Kevin Larson: Fourth Grade
Ms. Karissa Dobson: Fifth Grade
Mrs. Michelle Tofte: Math & Science
Mrs. Deb DeHahn: Literacy
Mr. Phil Winters: Social Studies & Math

SPECIALS:
Ms. Lisa Rittmeyer: PE & Library
Mr. Chris Groth: Music & Band
Mrs. Lyn Hunter: Art & Careers

SPECIAL EDUCATION:
Mrs. Linda Wills
Ms. Stephanie Ramos

SUPPORT STAFF:
Mr. Erik Heslop: Building, Grounds, Transportation Director
Mrs. Norna Seaworth: Head Cook
Mrs. Michelle Swanson: Cafeteria
Mrs. Stephanie Avila: Bus Driver, Recess Aide
Mr. Richard Taylor: Bus Driver

BOARD OF EDUCATION:
Thad Luxton: President
Alesandra Lawrence: Vice President
Sean Woyna: Secretary of the Board
Erin Whitehead:Treasurer, Board Secretary
Sarah Chapman: Member
Melissa Bowers: Member
Marissa Luxton: Member

This handbook is not intended to create a contractual relationship with the student; rather, it is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. It is intended to describe the school, its current practices, procedures, rules, and code of conduct. Membership or participation in a school-sanctioned activity is a privilege not a property right. In addition, the Superintendent/principal, or his designee, within his or her school, may establish certain written rules and regulations consistent with those established by the Board of Education and the superintendent of schools, which may or may not be contained in this handbook.

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SCHOOL BOARD

The School Board is responsible for establishing goals and policies for the Eswood District and for evaluating the effectiveness of these goals and policies. The seven board members, who serve four year terms and work voluntarily. Regular meetings of the school board are usually held every third Monday at 6:00 p.m. at the school. All board meetings are open to the public.

All regular and special board meetings are open to the public. Regular school board meetings are held at Eswood School. The meetings are scheduled for the third Monday of each month beginning at 6:00 p.m. Special meetings are called when necessary. If you wish to speak to the board, please advise the superintendent to list you on the agenda. Presentations should be limited to approximately three minutes.

ESWOOD COMMUNITY CLUB

The Eswood Community Club welcomes members of the community, including parents, alumni, and community members, to work together to support the school. The Club's successful fundraisers allow it to help to fund teacher grants for educational materials, field trips, class parties, classroom supplies, and extracurricular needs. The Club also helps coordinate and support family events. The Club meets monthly throughout the school year (dates and times to be announced) and welcomes new members throughout the year.

ESWOOD EDUCATION FOUNDATION

The Eswood Education Foundation is an independent not-for-profit tax-exempt corporation organized for the purpose of providing long-term, self-sustaining financial programs to enrich, enhance, and supplement the educational opportunities and environment beyond the limits of normal tax support for all students of Eswood School. The Foundation does local fundraising in an effort to provide grants to teachers and assist with funding other specific projects at Eswood School.

ESWOOD CCSD 269 MISSION STATEMENT

We believe it is the mission of society to foster in each child his/her inherent sense of dignity and worth. To become a productive citizen of the twenty-first century, each child must develop a sense of responsibility for self and empathy and understanding for others. To insure the continued growth and progress of society, each member must be willing to share his/her creativeness, abilities, and talents. To achieve these ends, society has appointed the school its agent.

The Eswood School holds as its responsibility the cultivation and growth of the aforementioned qualities through the education of the whole child. To these ends we commit our talents, abilities, and energy. We will achieve society's mission through a curriculum of study and performance in the areas of reading, writing, speaking, listening, math, science, social studies, music, the arts, and physical growth and development. In addition, students will practice the skills of reasoning, logical thinking, and making wise moral and ethical judgments.

We encourage each student to achieve his/her highest level of success. In doing so, he/she will be allowed the freedom to make mistakes and build upon successes.

EDUCATIONAL PHILOSOPHY AND OBJECTIVES

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become lifelong learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal Educational Opportunities*.

In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.
3. An evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8, above. 4. Any plan for new or revised instructional program implementation.
5. A review of present and future facility needs.

INSTRUCTIONAL PROGRAM

CURRICULUM: Students are offered a sequential and comprehensive curriculum that aligns with "best practices' for curriculum, instruction, assessment, and support services.-If you have specific questions regarding the curriculum, please feel free to contact your child's teacher.

BAND/CHORUS: The school offers beginning band to fifth grade students. Beginning band is aimed at developing skills and not performing. Beginning band students will need to purchase the required band textbooks. The advanced band offered in grades six through eight is not only designed for skill development but also performance. Students in band taking lessons from private instructors need to notify the music teacher for private instructors' input on grade. Students must complete a semester before switching a music class.

Members of the fifth grade beginning band may or may not perform depending on their skill development as determined by the instructor.

The school owns a few instruments. These instruments are for rent to the students. The tudent is expected to return the instrument at the end of the year free from damage. Students are responsible for any damage or lost instruments.

The band student will need to supply black dress pants and black dress shoes. The chorus student will need to supply black dress pants, black dress shoes, and white dress shirt or blouse. Students not wearing the proper uniform on performance night will not be allowed to perform. This will result in an unexcused absence.

If any student has a problem having proper dress clothes, please notify the teacher or superintendent two weeks prior to a performance. Music books for chorus and band are entrusted to the student. Students are expected to take good care of them. Lost or damaged music will be assessed to the student. All fifth through eighth graders must be in band or choir.

Students in band/chorus are expected to attend all performances (home games, mall performances, and competition). Each unexcused absence results in a lowered grade. Excused absences must be submitted in writing at least two days prior to the performance date except in the case of illness. Students in band and chorus are expected to attend and perform at scheduled programs and competitions with proper dress. For the winter concert, festive colors; red, green, white are acceptable and the spring concert students can wear their 'Sunday best'. No jeans or pants with holes in them, nice shoes.

PHYSICAL EDUCATION

All students will need a pair of adjustable non-marking gym shoes (i.e., no slip-ons and no black soles) to be left at school, not outside. Students will be expected to participate in physical education classes unless a NOTE is sent by the parent and/or doctor. After two days of exemption per a parent/guardian note, a doctor's note will be required to continue the exemption. Students in sixth, seventh and eighth grades are required to change for PE, wearing a t-shirt and shorts/sweatpants of their choice. Unexcused participation results in a lower grade.

LIBRARY/MEDIA CENTER

The library has a wide variety of materials for individual reports and research. There is a scheduled library time for each grade. The library supports the Accelerated Reading Program with new books and testing additions each year for students in grades 2-8. Families will be charged for books that

are not returned by the end of the school year. The cost is $7.00 per paperback and $12.00 per hardcover book.

PROGRESS REPORTS

You will have access to the TeacherEase platform to have the ability to check on your students' work and grades. TeacherEase is accessible at any time. The only time your student will receive a written report of your child's academic progress, a year-long report card that will be sent home that last day of school. If you would like a printed copy of your child's grades at any time during the year, please contact your child's teacher. Parents will be notified when a student is receiving a D or an F at mid-terms or at the end of the quarterly grading periods. The reports will include an evaluation of academic achievement, conduct, and effort, and should give a clearer understanding of your child's progress.

PARENT-TEACHER CONFERENCES

Conferences may be held at any time during the school year upon the request of a parent or teacher. District parent-teacher conferences are held in October and February. Parents should feel free to call the school to arrange for additional conferences. The October Parent-Teacher Conference is required.

STUDENT EXTRA CURRICULAR ACTIVITIES AND ELIGIBILITY

Any Activity/Athletics Sportsmanship agreement must be on file, signed by parent/guardian and student for a student to participate in any games/contests.

A physical examination by a medical doctor is required before beginning participation in the boys' or girls' sports programs. One physical exam is good for one year from the time of the exam.

Extra-curricular fees (Subject to change): Volleyball = $15, Basketball = $25, Cheerleading = $15, Track = $15, Chess = $15, Drama = $15, Speech = $10. Fees are due to the office prior to the first competition/game/match. If a family has 2 or more children out for an extracurricular activity the fee will be reduced by $5.00 for each additional child.

A student who is excused from physical education due to medical reasons may not participate in extracurricular sports.

Any student absent for any part of the day of the game may not play in that game except for medical appointments, or an event approved by the superintendent. Any non-excused absence may result in ineligibility or removal from the team.

Academic success is one of our main concerns here at Eswood School. Therefore, any student who participates in extra- curricular or elective activities (basketball, track, volleyball, drama, chess, art, speech, and cheerleading) will be declared ineligible if he/she is not maintaining at least C- in all classes. Academic eligibility will be monitored weekly and is the average for at least two weeks. Students are notified when possible, on Thursday for ineligibility for the next week (Monday through Friday).

If a student is declared academically ineligible, he/she will have an opportunity to remediate the problem to resume playing.

A student's improper conduct and attitude may also be reasons for ineligibility upon recommendation of the classroom teacher/sponsor and/or superintendent.

To remain eligible students must not possess or use any type of illegal substance (alcohol, drugs, tobacco products, look alike substances, firearms, weapons, or look alike weapons) on or off school premises.

ATHLETIC/ACTIVITIES EVENTS

Admission to conference basketball and volleyball games for students is $2.00 and adults $3.00. Meridian Conference basketball starts at 5:30pm and volleyball games start at 5:00 p.m. Students may not wait after school for the evening games. All students (except participants) are required to be seated in the gymnasium when games are in play. Students below sixth grade are to be accompanied and supervised by a parent or guardian the complete time.

Sportsmanship is a fundamental value that is essential to the positive experience of all involved in athletics and activities. It encompasses respect, fairness, and integrity, in all that players, coaches, and spectators say and do.

Expectations for Players:

- Respect all opponents, coaches, officials, teammates, and spectators.
- Adhere to the rules of the game and accept officials' decisions.
- Demonstrate good sportsmanship in both victory and defeat.
- Strive for personal excellence and team success.
- Avoid negative or disrespectful behavior, including verbal abuse, taunting, or bullying.

Expectations for Parents and Spectators:

- Support your child and the team in a positive and constructive manner.
- Respect the officials, coaches, and opponents.
- Avoid coaching from the sidelines or criticizing players, coaches, or officials.
- Set a positive example for your child and other spectators.
- Remember that sports are for children to enjoy and learn from.

Violations of these expectations may result in disciplinary action. We believe that sportsmanship is an integral part of the educational process and expect all participants to uphold these values.

Eswood School is committed to fostering a positive and supportive athletic environment for all.

It is expected that all students and parents sign the Eswood Sportsmanship agreement prior to the first contest to be eligible to participate. (See Appendix A)

EDUCATION OF CHILDREN WITH DISABILITIES

The Eswood School offers speech and language services and learning disabilities services. Other programs and services are offered through the Ogle County Cooperative for all eligible children ages three through grade eight in mental impairment, physically handicapped, vision impairment, behavior disorders, hearing impairment, early childhood and multiple handicapped. Children with disabilities who are eligible to receive services may also receive one or more of the following related services: evaluation/testing, consultation for parents, health services, psychological occupational/physical therapy, and counseling.

Any child for whom there is an educational concern can be referred for a case study evaluation

to determine eligibility for special education services. The children's parent or guardian must give written authorization to the school superintendent before any testing can take place.

All children with disabilities receiving instruction and/or services must have annually developed plans indicating the educational program designed to meet the specific educational needs.

NOTICE TO PARENTS/GUARDIANS OF CHILDREN WITH DISABILITIES

Under the *Individuals with Disabilities Education Act*, the District must provide students with disabilities with appropriate special education and related services to address their educational needs. If your student receives related services from the District through their Individualized Education Program ("IEP") document, such as occupational therapy, physical therapy, social work, nursing services, and speech and language therapy, you may request copies of related service logs developed and maintained by the District for your child. These related service logs include information regarding the type and duration of related services administered to your child.

If you have any questions regarding your child's special education services, please contact Mr. Matt Zilm, Special Education Director of Ogle County Educational Cooperative, at mzilm@ocecil.org.

EDUCATION OF CHILDREN WITH DISABILITIES SERVICES

This school district ensures that a free appropriate public education (FAPE) is available to each child with a disability who is between the ages of 3 and 14, resides in the state and is a resident of the district, and requires special education and related services to address the adverse effect of the disability on his or her education. The special education and related services must be provided according to the child's Individualized Education Program (IEP) at no cost to the parent and in accordance with the state regulations. This school district is bound by this requirement, and children with disabilities attending this school district and their parents retain the right to services if deemed necessary.

This school district provides education services for children with disabilities as part of the required continuum of service option for special education. The district strives to provide the necessary support to educate all students in their home district. However, if a student needs service to receive an appropriate education beyond what this school can provide, the district will seek support from the Ogle County Educational Cooperative (OCEC). As a member of the OCEC, students in this district with disabilities can receive programming and support services from the OCEC if appropriate. The services and program provided by the OCEC comprise one or more parts of the continuum of special education service options for a local district. The OCEC operates and administers a number of special education instructional programs and related services.

For further information on educational services for children with disabilities in this district as well as the Ogle County Educational Cooperative, please see the building administrator.

BEHAVIORAL INTERVENTION POLICY

It is the purpose of this policy to comply with P.A. 89-191 of the School Code on the use of behavioral interventions for students with disabilities.

The OCEC/District recognizes that appropriate interventions are necessary for all students, disabled or non-disabled, whose behavior is not acceptable, and that administrators, teachers and other school personnel who work with students with disabilities require training and guidance in the use of behavioral interventions. A goal of this policy and procedures (hereafter collectively, "Policy") is to

make available training and guidance to administrators and teachers of students with disabilities who require behavior intervention, which provides ways for working successfully with said students, in order to provide an environment in which said students can learn. The policy recognizes that the use of positive or non-aversive interventions is generally most consistent with the educational goals of promoting students' academic, social, and personal growth. Therefore, non-aversive or positive desirable interventions designed to develop and strengthen desirable behaviors should be used to the extent possible and are generally preferable to the use of aversive or more restrictive procedures. While positive approaches alone may not always succeed in controlling inappropriate behavior, the use of more restrictive procedures may be necessary and should be utilized as provided in the Policy.

MULTI-TIERED SYSTEMS OF SUPPORT (MTSS)

The academic and emotional needs of most students can be met through the general education program. However, there are times when a student may experience difficulty and require individual attention in some way. The necessary attention could come from an individual teacher conference or may involve support and assistance from other staff in the building. This building has created a team of educators called the Multi-Tiered Systems of Support (MTSS) team. The team's task is to utilize a problem solving approach in a strategic manner to review and evaluate data of students who are having academic and behavioral difficulties. The team uses the academic and behavioral data to create positive intervention strategies using scientifically based research interventions. The MTSS or Problem Solving Team is charged with creating an intervention plan in a timely manner to meet students' individual needs. Follow up data on the interventions is maintained on regular intervals. The data will be used to determine if the intervention is having a positive impact on the students' academic or behavioral needs.

In order to address a student's difficulty in school, it may be necessary to gather additional information. The information may come by way of communication with parents, reviewing a student's school record, observing in the classroom, or having the student engage with curriculum assessments. All of this information will help the team of educators better understand the student and assist in the development of a proper intervention plan.

Since parents are important partners in the educational process, they will be informed and asked to be involved as a team member in the development of an intervention plan that will assist their child.

If you would like to know more about the problem solving process, please contact the building/district administrator.

AWARDS

Recognition may be given by ribbons and certificates to students participating in sports activities. Candidates must complete at least one complete season of a sport to receive an award. Awards may be presented at the end of the specific sport.

The Eswood School Sportsmanship Award

1. Given to one eighth grade boy and girl.
2. Candidates must complete at least one athletic program.
3. Candidates must exemplify the best in sportsmanship.
4. Award presented at Graduation.

VFW Citizenship Award

1. Award presented at Graduation.

Presidential Academic Achievement Awards are given to students making up to two years of growth

each year for grades 4-8 based on Core Scores of ITBS and Presidential Academic Excellence Awards are presented to students scoring more than two (2) years above their grade level on ITBS tests.

SCHOOL PROCEDURES:

Non Discrimination Policy: Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

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

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Sexual Harassment: Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Right Act of 1964, as amended, 42 U.S.C. It is the policy of Eswood District #269 to maintain a learning and working environment that is free from sexual harassment The school district prohibits any form of sexual harassment It shall be a violation of this policy for any student or employee of District #269 to harass a student or an employee through conduct or communication of a sexual nature. When sexual harassment is observed the person in charge or superintendent should be notified immediately.

An employee, District agent or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and 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 or rejection of such unwelcome conduct the basis for 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 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.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with a teacher or superintendent. 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.

Asbestos Management: On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Act (AHERA) which enacted rules that require all educational agencies K-12 to inspect for the presence of asbestos in building materials that may have been used in school building construction and document this information in a management plan.

The inspection and management plan were accomplished by June 30, 1993. Accredited inspectors have inspected district buildings for the presence of asbestos containing materials, assessed the condition of the materials, estimated the quantities, and documented this information in a written report which shows the locations of the material, where bulk samples were taken, and shows the location on drawings.

A management planner developed a written management plan, which explains how the district removed the asbestos, or contained the asbestos. Copies of all inspection Reports and Management Plans are located in the Superintendent's office. A three year re-inspection was completed March 21, 2013.

Medicaid Reimbursement: If your child receives special education services and is also Medicaid Eligible, Eswood School District can seek partial reimbursement from Medicaid for health services documented in your child's Individual Education Plan (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your Child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing.

If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to the building Superintendent. Regardless of your decision the district must continue to provide, at no cost to you, the services listed on your child's IEP.

The program has no impact on your child's or your family's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

1. Decrease lifetime coverage or any other public insurance benefits,
2. Result in the family paying for services that would otherwise be covered by Medicaid, 3. Increase your premiums or lead to discontinuation of benefits or insurance, or 4. Result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

Distribution of Printed Material: Eswood District School Board maintains the right to care for, manage and control all school district properties and facilities. The board is empowered by the Illinois School code, Section 10.20-5, to adopt and enforce all necessary rules for the management and government of the public schools in their district.

All printed materials, including leaflets, information, posters, etc. to be distributed by parents, students or others on the property or premises of Eswood School, must have prior approval from the superintendent for distribution.

Use of District Facilities: Eswood School Board believes that the school building and its facilities should be used for educational purposes primarily and for those activities, which support education. The facility will be made available to organizations and residents of Eswood District #269 according to the guidelines listed in the application form for facility use.

Use of Internet: The School Board's goal is to include the Internet in the District's instructional program in order to promote engaged learning, and educational excellence by facilitating resource sharing, innovation, and communication.

Young children will first experience Internet access in closely supervised situations with Eswood School District #269. However, as students work more independently, they will be expected to know and honor the District Internet rules. Parent(s) or guardian(s) and students will need to read and sign an Internet Use Policy Agreement. This policy is designed to protect the District and students from any improper, unethical, or illegal activities.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, and otherwise inappropriate in the school setting.To aid in this, the District uses a program called Hapara. Hapara is an educational platform that allows staff to monitor browsing progress in real time, helping students to make responsible online decisions. However, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet access.

Due Process/Uniform Grievance Procedure: Students, parents, guardians, employees, or community members should notify the District Complaint Manager if they believe that the Board of Education, 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 II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
5. the misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
6. curriculum, instructional materials, program.

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 does not extend any filing deadline related to the pursuit of other remedies.

A. Filing a Complaint
A person (hereinafter Complainant) who wishes to avail himself 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.

B. 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. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal
After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly

forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.
Appointing Complaint Managers
The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager.

ENTRANCE AGE

Children will be admitted to kindergarten when they are five years or older on or before September 1. Kindergarten registration is held in the spring of each year. The dates are announced. In accordance with the school district's Accelerated Placement Program, 6:135, *Early entrance to kindergarten or first grade shall be provided on a case-by-case status based on evidence of learning via recognized learning standards/assessments and social emotional maturity assessment by school district social worker.*

GRADE PLACEMENT

Students new to the Eswood School, either by transfer from public or non-public schools outside the district, will initially be placed at the grade level they would have reached at the previous school attended. The superintendent will make final grade placement and exceptions regarding grade placement, and exceptions will be made only after notification and explanation to parents.

PROMOTION

Pupils will normally progress each year from grade to grade. The superintendent, upon recommendation of the classroom teacher, will place your child at the grade level to which he or she is best suited academically, physically, socially, and emotionally. School district policy, 6:135, Accelerated Placement Program, outlines a process for promotion.

RETENTION

The classroom teacher and the superintendent in cases recommend retention of a student at a grade level where the child's progress is not adequate for promotion to the next grade level.

GRADUATION

Graduation services for students completing eighth grade will be held in May for all eighth graders who have fulfilled the requirements to pass eighth grade. Students will participate in a graduation practice the morning of the ceremony and are expected to leave school grounds immediately once the practice ends. During the graduation ceremony, students are to wear school appropriate dress clothing with nice shoes to the graduation service. Individualized and group graduation pictures are taken during the evening of graduation.

SCHOOLWORK

Schoolwork contributes toward building responsibility, self-discipline, and lifelong learning habits. It is the intention of the Eswood School staff to assign relevant and challenging school work assignments that reinforce classroom-learning objectives and give the student/teacher immediate feedback as to how well the student understands the concept being taught. We also recognize that good communication and cooperation between the school and home is essential if we want our students to do their best. When schoolwork is requested for absence, it will be given at the discretion of the teacher. Schoolwork will be provided at the office after 3:00 p.m.

The main purposes generally associated with schoolwork are as follows:

A. In class work:
    a. In class work is intended to give students a chance to practice and reinforce new learning skills.
    b. To provide opportunities to identify and learn to use resources such as the library, the Internet, reference books, and other community resources.
    c. To allow for more in-depth exploration of topics.
B. Homework:
    a. At home work is intended to give students a chance to review and reinforce previous learning and skills or to prepare students for the next day's lesson.
    b. To help students develop time management, study, and organizational skills.
    c. To provide parents insights into what is being taught in the classroom and the progress of their children.

Expectations

A. Schoolwork is most beneficial when teacher expectations are well communicated, students take responsibility for their schoolwork, and parents support these efforts. As such, the responsibilities of teachers, students, and parents with regards to schoolwork are listed below:

B. Teachers can help by:
    a. Informing students and parents of the school's schoolwork policy
    b. Assigning relevant schoolwork activities that reinforce classroom learning
    c. Ensuring that students are aware of what is expected of them, and how their work will be assessed
    d. Giving students sufficient time to complete their schoolwork.
    e. Communicating at team time regarding the quantity of schoolwork assigned by the team

of teachers.

f. Maintaining schoolwork records and providing feedback to students and parents.

C. Students can help by:

a. Being aware of the school's school work policy
b. Asking questions when necessary to clarify the assignment
c. Thoroughly recording school work assignments in the student's agenda
d. Completing quality school work within the given time frame
e. Informing parents of schoolwork expectations
f. Seeking assistance from teachers and parents if difficulties arise
g. Asking for and completing schoolwork assigned during an absence
h. Schoolwork should reflect the student's ability
i. Managing demands to allow sufficient time for schoolwork completion.

D. Parents can help by:

a. Setting a regular, uninterrupted study time each day
b. Providing a suitable place for study
c. Monitoring student's organization and checking daily list of assignments in their agenda
d. Being aware of long term assignments and assisting students in learning to budget their time accordingly
e. Assisting and correcting, but not doing the actual work
f. Contacting the teacher if he/she observes an absence of schoolwork g. Communicating with teachers any concerns about the nature of schoolwork and their child's approach to the schoolwork
h. Alerting the teacher, in advance, when extenuating circumstances arise that may prevent schoolwork from being completed on time

E. Time

a. Actual time required to complete assignments will vary with each student's study habits, academic skills, and grade level. If your child is spending an inordinate amount of time on schoolwork, you should contact your child's teachers. Generally, students should have about 10 minutes of schoolwork per grade level. Examples: 1st Grade = 10 minutes, 6th Grade = 60 minutes.

F. Late Work

a. Students are required to turn assignments in on time. Teachers will contact parents regarding incomplete schoolwork. Students who continually have trouble getting schoolwork in on time will be referred to the superintendent.

G. Test/Assessment Make-ups

a. If the first day of the absence occurs on the day of the test, the student should be ready to take the test upon his/her return to school.
b. If the absence(s) is prior to and inclusive of the actual test date, the student will have an equivalent amount of time as allowed in the schoolwork policy to prepare for and take the test. This should not exceed one week after his/her return.
c. Students will communicate with the teacher to schedule make-up tests/assessments.

H. Grace Periods for Absences

a. Absences for Illness
i. Minimum of two days for each day of absence to complete missed work.
ii. In the event of a one-day absence, for which the work was assigned more than five days in advance, the original due date will be maintained.

iii. If the absence is more than one day, the grace period above applies.

b. Planned Absences of More Than One Day

i. Absences of one day will follow the two-day grace period.

ii. If work is available before an absence, it is due upon return.

iii. If work is requested, but not available in advance, the student will have two days for each day of absence to complete the assignment.

c. Extenuating Circumstances

i. The student and parent/guardian will work with the teacher to plan to deal with extenuating circumstances. Examples of extenuating circumstances may include: family emergencies, injuries, and extended illnesses.

HONOR ROLL PLACEMENT

Eswood School District #269 maintains an honor roll for children in grades 5-8 who meet grade point criteria. The classroom teacher(s) will determine the honor roll at the end of each quarter. All classes in which letter grades are given will be used to compute the grade point average. (GPA)

The honor roll is not only a means of reporting academic success, but also a method of enhancing the child's pride and self-esteem toward the learning process. The following scale is used to report honor roll status:

A=4 points
B=3 points High Honors = 3.5 – 4.0 GPA
C=2 points Honors = 3.0-3.49 GPA
D=l point

There are no points for an F grade and receiving an F in any subject automatically removes the child from honor roll and high honor roll status.

STUDENT RECORDS

Confidential student records are available any time to the parents of Eswood students for viewing. Items included in the records are grades, achievement scores, attendance and discipline matters, health and accident information, information concerning progress in the academic areas.

POSITIVE SCHOOL ENVIRONMENT:

Positive Behavior System: (PBS): Eswood Elementary will provide a positive school environment that encourages and reinforces desirable behaviors through rewards and recognition, fostering a supportive and motivating environment. It focuses on teaching and modeling positive actions rather than solely punishing negative ones. By highlighting and celebrating achievements, it builds self-esteem and promotes consistent, constructive behavior. PBS/ROAR Matrix

DISCIPLINE MATRIX

Discipline Guidelines: The staff of Eswood School will work to make the building a positive learning environment and will use the following guidelines to help with student behavior. This daily plan is provided in a K-4 section and a 5-8 section for your information and for you to better work with the school to maintain a positive learning climate.

K-4 Discipline Guidelines:
Classroom discipline procedures will vary by teacher and grade level. Teachers will provide their

procedures and policies to the parents in the fall of each year. The goal of the policies will be to promote positive behavior in all students and to keep parents notified of any challenges. If a student's behavior warrants a higher level of discipline, the administration will use the discipline procedures (see below) as deemed appropriate per the incident.

Conduct: Students are expected to behave in a manner which reflects favorably on themselves and their school, show consideration of the fellow students, and create a pleasant school environment. Children are expected to take responsibility for behaving properly.

Academic Honesty: "Academic Honesty" means performing all academic work without plagiarism, cheating, lying, tampering, stealing, receiving unauthorized or illegitimate assistance from any other person, or using any source of information that is not common knowledge.Consequences for academic dishonesty are:

- noon detention
- an hour detention after school
- no independent internet access
- redo the assignment

Discipline Procedures:

When student disciplinary action is necessary, building staff will follow procedures set by administration to ensure the appropriate consequences are applied; all minor incidents not covered in the School Suspension/Major/Egregious Section of this handbook will follow the Discipline Matrix outlined above.

Detentions:

- There are three types of detentions used at Eswood.: noon-hour detentions, teacher-assigned detentions, and after school detentions assigned by the Administrator or Discipline Coordinator.
- When a detention is warranted, the student/guardian will receive at least 24 hours' notice.
- Any student who has to be removed from any detention for inappropriate behavior will be issued further consequences per the Administrator's discretion.
- Any student issued detention may not be allowed to attend or participate in extra-curricular activities until all detentions are served.

In-School Detentions

- An in-school detention/and or suspension, is served in a designated classroom or office.
- A student, who is assigned a noon-hour detention, 30 minutes, should go directly to that room instead of the cafeteria. Lunch will be eaten in the noon-hour room, so the student should bring a sack lunch or sign-up for a hot lunch.

After School Detention Detention begins at 3:15 – ends 4:15

- Principal/Discipline Coordinator -Issued After-School Detention:
  - If students have a cell phone, they must check it in with the detention supervisor. It will be returned when the student is finished with the detention.
  - In case of illness or absence, the detention will be served upon the return to school that day.

Social Probation:

Students may be placed on Social Suspension for certain violations, Acts of Disobedience or Acts of Misconduct. Social suspension includes the loss of the privilege to attend after school, extra-curricular events including but not limited to athletic events, music and drama performances, school dances and even graduation.

Suspension/Expulsion:

Suspension: Suspension from school is rarely used and then only to protect the educational opportunities of the other students in the school. It may be imposed by the superintendent upon students who are guilty of gross disobedience or misconduct, and it may not be longer than ten school days. At the time of the suspension and prior to removal from school, the student will be informed of the charges against him/her and will be allowed to explain his/her actions. Any suspension will be reported immediately to the parents or guardian with a full statement of the reason for the suspension, and a notice of the student's right to a review, upon written request of the parents or guardian, by a hearing officer of the Board of Education. Suspension for non-attendance or truancy is used only as a last resort.

Automatic Suspension: length of suspension determined by the superintendent will be in effect for the following misbehaviors:
1. Striking an authority figure
2. Extortion/Intimidation

For the following misbehaviors, the superintendent will determine the consequences:

1. Fighting
2. Using obscene language/gestures
3. Stealing
4. Vandalism
5. Refusal to cooperate
6. Threats and intimidation
7. This list is not conclusive.

Consequences for inappropriate behaviors may result in one or more of the following actions: counseling, parental involvement, isolation of students, and suspension. Three suspensions and the student may be transferred to the Challenge School of which Eswood is a member.

Expulsion: When a student is expelled from school, he/she cannot attend classes nor can they be on the school premises at any time. This method of discipline is recommended only in instances of extreme misconduct.

Only the Board of Education may expel a student. Students, who are recommended for expulsion and their parents, with legal counsel or other representatives, will have the opportunity to present their views in a hearing before the Board of Education.

Certain State and Federal laws relating to weapons and drugs carry an automatic expulsion of not less than one year.

Out of school expulsions/suspensions are unexcused absences.

Out of School Suspensions:

- Short Term Suspension (STS)
    - 1-3 days --- behavior for which the student's continuing presence poses a safety risk within the school or disruption to the learning for others.
- Long Term Suspension (LTS)
    - 4-10 days – behavior for which the student's continuing presence poses a safety risk to other students, staff or members of the school community, or substantially disrupt, impede or

interfere with school operations and for which other interventions have been exhausted or deemed not appropriate by the administration.

- Receiving an out-of-school suspension, makeup work is expected to be completed and handed in when the student returns to school.
- **Students receiving out of school suspensions will not be allowed on school property for the duration of the suspension. Suspended students will also be prohibited from attending any school-sponsored activity during the suspension.**
- Suspensions for drugs, tobacco or alcohol will be referred to outside evaluation at a health facility/community health organization for substance abuse. Parents will be responsible for the expense of such evaluation or treatment.

Re-engagement of Returning Students:

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

Corporal Punishment: Corporal punishment is illegal in the State of Illinois and is NOT used by Eswood School personnel.

Physical Restraint of Student: Staff members have the authority to restrain a student when it is perceived that he/she will injure himself or herself, another person or defense of property. 105 ILCS 5/24-24

Vandalism: Parents are responsible for the cost of any vandalism of school property committed by their child.

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

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules.

Police Questioning of Students: No student shall be questioned by police, other law enforcement officials, DCFS or other agencies on school property during school hours without the notification of a parent or guardian unless determined by school administration.

BULLYING AND HARASSMENT

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling,

using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening, or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited
The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

The following are guidelines for bullying and harassment situations that are in line with the Eswood Board Policies:
1. All staff shall report any student who engages in any bullying as defined in this policy to the building administrator for investigation. The administrator will work with the staff to investigate, including discussions with the involved students or other youth, the parents or legal guardians for the involved students, and other witnesses, and decide ~~of any~~ appropriate early intervention procedures, including the possible referral of the at-risk student to available community-based resources and district resources, the development of an individual behavior modification plan, and behavior contracts. Students with developed Individualized Education Plans or 504/ADA plans shall be evaluated and assisted in accordance with their procedural rights under applicable laws.

2. Students, who believe they are victims of bullying or harassment, or have witnessed such activities, are encouraged to discuss the matter with a teacher, staff member or building administrator. Students may choose to report to a person of the same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints may not be disciplined.

3. Any student who is deemed, after an investigation, to have engaged in harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with school discipline policy. Parents of students who have engaged in the above behavior will be notified.

REGISTRATION FEES

Registration fees are payable on registration day. These fees pay for book rental, the use of consumable materials, and skating. Checks should be made payable to Eswood School #269. Fees will be determined by the board of education and are subject to change.

STUDENT SUPPLIES

A school/classroom supply lists are posted on the district website. Lists will also be available at the time of registration in August. It would be helpful if parents would mark their children's names on supplies, lunch boxes, coats, tennis shoes, sweaters, shirts, and jackets.

TEXTBOOKS AND WORKBOOKS

All students are provided with the textbooks they need for each year. They are responsible for returning the textbooks at the end of the year and are required to pay for any lost or damaged books. Workbooks used with texts are provided, as needed.

REQUIRED HEALTH EXAMINATION /IMMUNIZATIONS

Medical examinations and other immunizations are required before entry into the following grades:

Kindergarten - Diphtheria, Tetanus, Pertussis (series of three orals plus one or two boosters) on or after their fourth (4th) birthday, hepatitis plus medical examination, and for 2002 kindergarten students who have not had chickenpox will be required to have received one dose of chickenpox vaccine on or after their first birthday. Kindergarteners will need an eye exam, a physical, and a dental exam.

Second Grade: Second grade must have a dental exam.

Sixth Grade: Medical examination and dental exam.

Seventh Grade: Tdap immunization

Pediculosis (head lice): There is always a concern the head lice will appear on individuals. The tiny lice lay eggs, which they attach to the hair shafts on the head. A special shampoo is used to get rid of the problem. Because the head lice can infect other members of the family, classmates must be examined. Parents of affected children are encouraged to report this problem to the school so we may take prompt action to stop the spread of head lice.

EMERGENCY DRILLS

The Illinois School code requires that schools hold at least three drills with full participation each school year. Teachers will explain fire, shelter in place/disaster drill and intruder drill procedures to students and direct them to assigned exits/areas.

LUNCH PROGRAM

The Eswood School has a balanced hot lunch program available for students and staff. Checks for payment of lunch fees should be made payable to Eswood School #269. Please pay in advance.

Student lunch-$2.20 Milk - $0.35

Lunch Times: Grades K-4 - 11:30-11:55, recess 11:50-12:15pm

Grades 5-8 - 11:50-12:15

Free and Reduced lunches are provided to all public school children whose family incomes are at or below income levels set by the federal government. Children whose parents or guardians may become unemployed are eligible for the free or reduced price lunch meals, provided the loss of income during the period of unemployment falls within eligibility guidelines.

Applications for free and reduced price lunches are available from the district office. Information submitted on the application is confidential and will be used only to determine eligibility for the lunch program. Applications may be submitted at any time during the school year.

Lunchroom Rules: Good manners are in order in the eating area; talk quietly, request permission for seconds or use of restrooms, keep hands and feet to oneself, avoid pushing or crowding. Saving a place in line or at the tables is not permitted. All food is eaten on and with utensils provided. Your place in the eating area must be left clean. Return all dishes to the proper place, placing paper in the proper container. While eating, students may talk quietly to other students in their immediate area but may not raise their voice to talk to someone across the tables. Students may not leave the lunchroom area for any reason without the supervisor's permission. Students should not bring soft drinks, sodas, energy drinks or drinks in glass containers in their cold lunches.

OUTDOOR ACTIVITY GUIDELINES

Weather permitting; students are required to go outdoors at recess. If a child is well enough to attend school, he/she is generally well enough to participate in the entire school routine including recess.

Dressing for the Weather: Whenever possible, we try to get the students out in the fresh air. Please make sure your child is dressed appropriately for the weather.

Playground Rules: The playground exists for student enjoyment. However, for the safety and consideration of everyone, certain rules must be observed. Any activity that may be hazardous to anyone will be prohibited by the playground supervisor. Students must always play within sight of the playground supervisor. Students are not to go into the woods, pine trees, or leave the school grounds without the permission of the playground supervisor. Students must use playground equipment in the manner for which it was designed.

1. No standing on, running up, or jumping off the slides. Use the ladder only to climb up and then slide down facing forward and feet first.
2. Sit only on the swings: There will be no twisting or jumping out of the swings.
3. Only two people will be allowed to sit on each teeter-totter at one time.
4. Only sitting on the merry-go-round is permitted and then only with one person to one side. Students are to get on and off when stopped.
5. No climbing on the backstops.
6. Only tennis may be played on the tennis court.
7. No drink, food, gum, or candy is allowed on the playground.
8. Kicking or throwing of snow, slush, or ice is prohibited (this includes snowballs). There will also be no "king of the hill," face washing, etc., on school grounds at any time.
9. Fighting, rough play, and tackling of any kind will not be tolerated (this includes tackle football, wrestling, rugby, tackle soccer, etc).
10. Baseballs, skateboards, roller blades, and roller skates are not permitted during school hours except when provided by the school.
11. Spitting is prohibited on school grounds.

Gym Rules: Good judgment should prevail while playing in the gym. Students are to avoid activities that might result in injury to anyone. They are expected to behave and play with consideration and respect for others.

1. If a student needs to leave the gym, he/she must get permission from the person in charge.
2. Do not play or run on the bleachers.
3. Gym equipment will be put out and put away by assigned students. All equipment will be used only for what it is designed (e.g., jump ropes are only to be used as jump ropes).
4. No wrestling, dragging, or lying on the floor will be permitted.

PHYSICAL EDUCATION EXCUSE

A student may be excused for up to three days by a note from parents for physical reasons, after three days of excuses, the student needs a doctor's note.

USE OF SCHOOL PHONE

The school telephone number is 815 -393-4477. Messages will be taken for students and teachers, but it is not always possible to deliver these immediately. Parents wishing to confer with teachers on the telephone are requested to LIMIT THEIR CALLS TO BEFORE SCHOOL, NOONTIME, AND AFTER SCHOOL. Students are requested not to use the school telephones EXCEPT IN CASES OF EMERGENCY.

ELECTRONIC DEVICES

1. Personal electronic devices such as, but not limited to, cell phones, musical devices, smart watches, and handheld games may only be used before or after school, unless approved by the teacher. Laser pointers are not permitted at any time on school grounds.
2. All electronic devices may be prohibited during field trips, but must have teacher approval in advance.
3. Use of these items between 8:30-3:05, including text messaging, will result in the device being confiscated and returned only to the student's parents. All electronics must remain in a student's book bag (out of sight) during school.
4. Electronic devices are not encouraged by the school and are brought at the student's own risk. Students are subject to consequences or confiscation if used outside of specified times and places.
5. Cell phones with picture-taking and/or video recording capability and/or any picture-taking device are not allowed in the locker rooms or bathrooms AT ANY TIME. Any phone that is seen or heard during the school day will be confiscated and returned to the parent. The student is subject to disciplinary consequences.

SCHOOL PARTIES

In grades K-5 there will be three parties a year for all classes: Halloween, Winter, and Valentine's Day. Grades 6-8 will have the opportunity to participate in incentive parties as planned by the teachers. Individual room parties are to be kept moderate and simple. For Halloween/Fall parties there will be a parade of students dressed up in costumes (K-5). Basic costumes are allowed, with no weapons or weapon-like items, no face paint, no hair paint, and staying away from scary costumes as if upsets some of the younger students. We want this to be enjoyable to all, making everyone feel safe. Masks that cover one's entire face should be worn with caution as we do not want students to fall or something and get injured. These types of additions should be reserved for Halloween night while parents are there to assist with their own's student's safety.

BIRTHDAY TREATS & INVITATIONS

If birthday treats are sent to school, they will be distributed at an appropriate time during the day at the teacher's discretion. If birthday invitations are to be passed out at school, all students in the classroom must get an invitation. If your child wishes to include students from other classes, we ask that those invitations are sent outside of school.

STUDENT FIELD TRIPS

Classroom teachers have the opportunity to take their classes to various sites within and outside of the Eswood Community in order to enhance classroom instruction. Parents are asked to sign parent permission forms to: permit the student's participation in the field trip. Any parent not wishing their child to attend a field trip needs to notify the teacher in addition to not signing the permission slip.

VISITORS

Parents are welcome at school any time and are strongly encouraged to participate in parent-school activities. We do ask that you refrain from entering classrooms without previously scheduling an observation with a teacher. Too many interruptions in one day greatly impact the instructional program. **IT IS REQUIRED THAT ALL VISITORS (INCLUDING PARENTS) CHECK-IN AT THE OFFICE WHEN VISITING THE BUILDING.** Children that are non-Eswood students may not attend school.

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The administrator shall seek the immediate removal of any person who: 1) refuses to provide requested identification, 2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment, 3) or engages in an activity in violation of school policy.

PARENT AND STUDENT INFORMATION

ABSENCES: Regular, on-time attendance is essential to a student's progress in school, and parents are expected to explain any absence or tardiness. PRESENT STATE LAW NOW REQUIRES PARENTS TO CALL THE SCHOOL IMMEDIATELY BEFORE 8:30 A.M. THE DAY THEIR CHILDREN WILL BE ABSENT. The school will attempt to contact parents within 2 hours of the start of the school day if a student is absent without parent notification.

Students absent three consecutive days or more need to have a written doctor's excuse. A student who requests permission to leave school because of illness must check with the office. Students will be allowed to go home only if parents are contacted, agree, and arrange transportation.

EXCUSED ABSENCES: According to Illinois School Code absences are excused only for the following reasons:

-Significant illness or mental health day per the Illinois School Code
-Family emergency
-Observance of a religious holiday
-Death in the immediate family
-Circumstances, which cause the parent concern for the safety or health of their child.

UNEXCUSED ABSENCES FOR FAILURE TO CALL: Any full-day or partial day absence which is not called in by a parent within two hours of the beginning of the school day shall for the reasons identified as "excused absences" will be termed “unexcused." A parent’s call does not make the absence excused if the reason for the absence is not excusable (e.g., shopping, sleeping, hunting, babysitting, car problems, etc.).

VACATIONS: Parents need to send a written note to the school office 10 days prior to the time they leave. It is the responsibility of the student to complete the assignments and turn them in within the same number of days they were absent. ***Family trips/Vacations are not excused.*** If possible, all family trips should be planned so students will not miss school. If not possible, any more than 5 days counts towards truancy and LODIS Truancy Intervention Policies will-be adhered.

After ten (10) absences per school year, to excuse each absence thereafter, a physician's note stating specific medical reasons for the student's absence will be required within 24 hours of the student's return to school. While seeking a medical excuse the student's parent or guardian must still comply with absence notification procedures. Should a parent or guardian choose not to secure a medical excuse, the absence will be considered unexcused. Medical notes must state specific days that a student is excused from school and be signed by a doctor.

TARDINESS: Being on time is important all through life. Now is the time to begin forming a lifelong habit of being on time. During the school day, adequate time is given between class periods for students to be in their seats ready for class to begin. Repeated tardiness will be handled appropriately. Two (2) unexcused tardies equal one (1) unexcused absence. Students with excessive tardies or absences may be referred to the Regional Office of Education.

TRUANT: A student and his parents may be notified by the school and the Regional Attendance Center if absenteeism exceeds 9 days for the school year or during the previous 180 days of attendance.

STANDARD OF DRESS: Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. All students are to have their midriff (stomach) and buttocks covered at all times. Exposed abdomens or buttocks will result in one check and change of top either to something a student has or a school supplied T Shirt. Hats/head coverings are not to be worn in school. (Exceptions on school dress up/spirit week days.)

The School Board believes it is the parent's responsibility to have their children dress in an acceptable manner in school and during all school functions. Any form of dress that is deemed to be a distraction or disruption to the serious business of the educational process is unacceptable, such as:

All tops are to have an appropriate neckline, show no undergarments or sports bra, and be long enough to cover at least two inches of the pants, shorts, or skirt with no midriff showing. All tops are to be a minimum of two (2) inches across at the shoulder. Shirts or patches displaying foul language or pictures, offensive gestures, sex, drugs, alcohol, cults, gangs, or tobacco may not be worn. Pants should not have holes above the knees.

Shorts, skirts, skorts and dresses must be an appropriate length (mid-thigh) and designed for the educational setting. Short shorts, biker shorts and ragged cut-offs are NOT appropriate for the classroom. Students may wear shorts during the year but are still expected to be responsible for the appropriateness of shorts.

For safety reasons, all students must wear appropriate footwear. Inappropriate footwear includes but is not limited to aqua-socks (water shoes) and flip-flops. For safety reasons, appropriate tennis shoes are to be worn during P.E. Roller blades/Heelys are not to be worn in the building.

Jewelry is not to be worn in athletic events or P.E. because of the danger of such items being torn from flesh.

The above lists are only guidelines and should not be considered all-inclusive. When dress and/or adornment are identified as inappropriate, the student will be immediately referred to the Superintendent for appropriate action which could include:

1. A request to remove or cover up the unacceptable clothing, jewelry, skin, hair coloring, etc.
2. Parental contact to bring in acceptable clothing or pick up the student.
3. Superintendent's decision is final.
4. If you have to debate whether the clothing you're considering to wear may be inappropriate, it probably is.

EMERGENCY NUMBERS: MAKE SURE that the school has on file a number at which you can usually be reached in the event of an emergency (child's illness, accident, early dismissal, etc.). It is also helpful to list the number of a person who can be responsible for your child's care in case you cannot be reached. Notify the school office each time these numbers change.

INSURANCE: School district insurance does not cover student injuries, which may occur during routine activities and circumstances.

MEDICATIONS: Teachers and other non-administrative school employees, except certified school nurses, shall not be required to administer medication to students. Parents(s)/guardians(s) are responsible for administering medication to their children. Administering medication during school

hours or during school-related activities is discouraged unless it is necessary for the critical health and well being of the student. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication. It is the responsibility of the student to remember to go to the office to receive their medication. Staff members will try to remind students of medication.

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

Medications are to be given to the child by a school health aide or school secretary upon the written prescription of a physician or the written request of the parent. All medications sent to school must be kept in the school office labeled with the student's name, the name of the doctor, and the name of the medication, dosage, and time to be administered. Medications sent to school should not exceed a two-week supply. Students are not to have any medications (prescriptions or non-prescriptions) in their possession on school property other than bringing medication directly to the office upon arrival at school.

Students diagnosed by a doctor and have provided the school office with notification of required inhaler use may keep this on their person as long as no other individuals are affected.

FOOD ALLERGIES

Please notify the school office if your child has a food allergy. The staff will work directly with you and your child to ensure a safe school environment. If you have concerns about your child's safety while in the classroom, on school grounds, while at lunch or on field trips, please contact the school office.

EMERGENCY CLOSING

Weather conditions sometimes make it necessary to close school for the day. If bad weather occurs before school starts in the morning, the District office will notify Rochelle WRHL-1060 AM and local news stations before 7:00 a.m. so that they may broadcast this information immediately. Communication will also be sent out through TeacherEase, our district communication platform. If bad weather develops during the school day, school will be closed after considering the safety and welfare of the students. Children are not sent home before regular closing hours unless the school is sure that someone is at home or suitable arrangements have been made. If you plan on being away from home, tell your child's teacher, or the office, of your plans so we can be more knowledgeable in dealing with the situation. TeacherEase will be used in emergency situations to notify parents.

Where possible, bus drivers wait to see that the child safely enters the home. There are times when snow drifting and other bad weather conditions may strike only selected areas in the district. At these times, you should decide, based on the conditions in your own area, whether to send your child to school. Always notify the school when you decide not to send your child on a particular day.

CARE OF SCHOOL PROPERTY

Any damage done to school property must be repaired or replaced at the expense of the offender. Your cooperation is requested in helping us teach children to respect school property, material, furnishings, equipment, and the building itself. Proper respect should also be given to all people in authority: staff members, noon supervisors, secretaries, bus drivers, and custodians.

PARENT INVOLVEMENT

You can make sure your child gets the best learning opportunities possible by working with the school in a variety of ways. Show you CARE about your child's education by your willingness to SHARE.

1. Share your TIME by volunteering to be a room parent or field trip chaperone.
2. Share your TALENTS and HOBBIES in a classroom demonstration.
3. Share your CONCERNS and OPINIONS with the right people. Attend parent-teacher conferences.
4. Share your PRAISE, too. Tell teachers, the superintendent, and the Board of Education what you like about your school.
5. And most important, share the SCHOOL EXPERIENCE with your children. Ask what happened in school; let them share their day with you.

TRANSPORTATION

SCHOOL BUS: While state school code requires that all students living more than 1-1/2 miles from school be transported to school, the Eswood School has chosen to transport all students who live on the school bus route who have a hazardous walk to school. While the School Code mandates the transportation of students, we may still exclude those students from riding the bus who behave in a manner presenting a safety problem to themselves, to the driver, or their fellow riders.

School Bus Procedures and Code of Conduct: School bus riders, while in transit, are under the jurisdiction of the school bus driver. It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders.

1. Students must be picked up and dropped off at the same location, Monday through Friday. Those requests to be transported to and/or from a babysitter must be submitted to the School Office.
2. Children are not permitted to ride a bus other than their child's regular bus.
3. Parents who wish their child to ride a bus who does not ordinarily ride the bus must submit a written request to the office for the bus driver. This does not guarantee approval.
4. Do not ask bus drivers to stop at places other than the regular designated bus stops. The bus driver is not permitted to do this except by proper authorization from the school official.
5. Be on time at the designated school bus stop, help keep the bus on schedule. Riders are to be outside and ready to board the bus ahead of time. Wait for the bus in a safe place; stay off the road at all times while waiting. Do not move toward the bus unless the bus is at a complete stop. Always look both ways for traffic when entering or exiting the bus. Never go back to pick up anything you drop or forget.
6. When boarding the bus, take your seat quickly, remain seated at all times, keep your hands, arms, and head inside the bus at all times.
7. Listen to and follow directions.
8. Be well behaved and show respect at all times.
9. Exit the bus carefully. Where it is necessary to cross the road, proceed to a point at least 10 feet in front of the bus on the right shoulder of the road where traffic may be seen in both directions. Then wait for a signal from the bus driver permitting you to cross.
10. Remain in the bus in the event of a road emergency until instructions are given by the driver.
11. Be absolutely quiet when approaching a railroad crossing stop.
12. No eating or drinking is allowed on the bus.
13. Cell phones must be turned off on the bus unless approved by the driver.

Disciplinary Response to Improper Bus Conduct: Reporting minor incidents will be at the discretion of the bus drivers. Attempts will be made to use the following disciplinary measures prior to a formal report to the office.

1. Name recognition, and directions given.

2. One-on-one conference with students explaining the importance of rules and safety.
3. Temporary reassignment of seat.
4. Stop the bus safely; defuse problems quickly with a controlled authoritative voice.
5. Silent bus.
6. Permanent front seat assignment.

If verbal warnings(s) from the bus driver do not resolve the problem, further disciplinary action will occur. A written warning will be made by the bus driver, which will be dealt with in the following manner.

First Offense - Superintendent discussion with students. Parents notified.
Second Offense - Superintendent discussion with student and parents notified.
Third Offense - Suspension for a period of time. Progressing from a three day suspension, up to a 10 day suspension. With the possibility of removal from the bus. Parents are notified.

CARS/PARKING AREAS

While visiting the school, parking is on Main Street - in front of the school building and North of the front door. The South End on Main Street is for bus use only. Cars are not to pass school buses when lights are flashing at any time.

BICYCLES

Upon entering the school grounds students are to dismount and walk their bicycles to the appropriate rack. Students are not allowed near the bicycle rack except to park or pick up their bicycle. Students who ride their bicycle to school must wait for the buses to depart from school grounds before leaving the school property.

Use of minibikes, go-karts, snowmobiles, or any form of motorized vehicle is not allowed on the school grounds at any time. Roller skates, roller blades, skateboards, and sleds with runners should not be brought on school grounds. Students will not be allowed to use such items on the playground during school time.

ARRIVAL AND DISMISSAL

Upon arriving at 8:20am, all students are to enter the building and go directly to their assigned class. K-4th grade students are to enter on the north entrance by the playground. 5th graders will enter at the northwest door near their classroom. 6-8th students are to go to the south entrance. A staff member or assigned student leader will let students in at 8:20am through their appropriate doors. Students are to enter the school, head directly to class, put things away, and prepare for class to begin promptly at 8:30am.

In order to ensure proper safety for our students at the 3:05 pm dismissal time here at Eswood, the bus students are allowed sufficient time to board the buses, with middle school students, giving the elementary students first entrance onto the buses. Once the buses depart, we dismiss our students who walk home, ride their bikes, or go to their parents' vehicles from the front entrance of the building.

ATHLETIC EVENT/ACTIVITY DISMISSAL: For safety reasons, all students must stay by the main entrance of the school building until their parent/guardian arrives to pick them up. This ensures the safety of the child at all times. Students will *not* be allowed to wait/play on the playground until their parent/guardian picks them up.

SAFETY AND SECURITY

1. All parents and visitors must check into the office immediately upon entrance to the school building and check out on their leaving the building. All entrances to the building are locked except for programs when the front door is unlocked.
2. Entrance to the building is only through the main entrance for visitors. A buzzer is located on the wall to the right of the front doors. Please be patient and pull the door on the right when instructed.
3. A minimum of three fire drills and two storm drills are practiced each year. The district also practices lock-down drills and bus evacuation drills. In case of a school evacuation, all students will be bused to a secure location. Parents will be notified where and when to pick up their children.
4. School grounds (including playground) are off limits to all except students, staff, and approved visitors 30 minutes prior to the beginning of school, while school is in session, and 30 minutes after the school day ends.
5. If you are having another person besides the legal guardian pick your child up from school, you must notify the school in writing prior to the date and have the individual identify him/herself to the staff member on duty or the office. Don't wait in the car to be identified.
6. Students may not ride a bus different from the regular bus route of the student.
7. Student and staff safety is a major concern and more important than convenience. Thank you for cooperating!
8. The school hallways and entrances are all monitored by recording video cameras. The recordings are on a seven day cycle.
9. A security review by both the Sheriff's office and local fire personnel is completed each year.
10. When a major emergency happens, parents will be notified by phone and/or a note the same day. This will be sent by the superintendent or staff security members in the absence of the superintendent.

WE HAVE A PROBLEM

A Parent's Guide for Solving Problems at School
Eswood Community Consolidated School District #269

Unfairness, misunderstandings, hurt feelings and conflict are experiences common to us all. When children experience these problems at school, it causes difficulty for everyone; the children, parents, and school staff. How to successfully solve problems at school is what this guide is all about.

1. Take your concern to the person closest to the problem.

No matter where the problem is, take your concern there first. Whether in the classroom, on the bus, or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved.

It is best if you make time to talk with school personnel regularly, before problems are encountered. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted. Tell them when things are going well and communicate any concerns you have quickly and openly.

If you call for an appointment to see your child's teacher, why not let them know in advance what the general nature of your concern is? This gives them an opportunity to ask staff members for information that might relate to your problem or concern. If a personal visit is not possible, why not call

once to state the problem, and during the conversation, offer to call back at a time when you both can discuss the situation in more detail.

The problem you or your child faces may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member most directly involved. Give them the chance to tackle the problem first.

2. ***Present your concern to the next level.***

The superintendent is responsible for supervision of all Eswood School staff. The superintendent is who you should contact if the staff member closest to the problem has not been able to satisfactorily resolve the problem.

The superintendent's ability to help will be improved if you share the steps you've already taken with the staff member closest to the problem, or if you will take time to openly share with them the reasons why you feel uncomfortable dealing directly with the person who is closest to the situation.

Keep in mind that the superintendent's day starts early and often ends late in the evening. Part of the superintendent's job requires attendance at area-wide meetings outside the district.

3. ***Contact your school board members.***

School board members are elected to represent the interest of all parents and district residents, and you should always feel free to tell them your point of view. School board members do not, however, have direct authority in day-to-day school operations. All authority is the result of official actions by a majority of the board at meetings open to the public.

The board's primary responsibility is to make policies that guide the school district. Any change in policy requires two readings at separate public meetings, a procedure that often takes two or more months. Some policy changes may require substantial public input and consultation with the school district's attorney. These requirements often increase the time required for the board to make a response.

<u>When should a board member be contacted?</u>

- after other means to solve a problem have been exhausted
- when a policy is being enforced but you believe it results in bad consequences
- when you believe a policy isn't being enforced
- when policies or procedures are not enforced fairly for all

<u>A board member may take one or all of the following actions:</u>

- informally discuss the issue with the superintendent or other administrators to consider whether policies or rules should be changed
- request that the board review the specific policies that relate to the situation
- propose new policies for the board's consideration

AT RISK COMMUNITY RESOURCES

Behavior/Mental Health	*Sinnissippi Center Inc.* Rochelle: se habla espanol (815) 562-3801 Oregon: (815) 732-3157 Dixon: (815) 284-6611
Group Youth Home and Family Counseling	*Focus House* (815) 562-7092
Substance Abuse Treatment	*Lutheran Social Services of Illinois* Oregon: 815-732-7954 Dixon: 815-288-6655 *Sinnissippi Ctr. Inc.* Rochelle: se habla espanol (815) 562-3801 Oregon: (815) 732-3157 Dixon: (815) 284-6611

State of Illinois	*Parents Too Soon:* 1-800-422-5587
Health Services	*Ogle County Health Department:* (815) 562-6976 *Rochelle Community Hospital:* (815) 562-2181 *Ogle County Hospice:* (815) 732-2499

ESWOOD CCSD 269 SPORTSMANSHIP ATHLETICS & ACTIVITIES AGREEMENT

Sportsmanship is a fundamental value that is essential to the positive experience of all involved in athletics and activities. It encompasses respect, fairness, and integrity, in all that players, coaches, and spectators say and do.

Expectations for Players:

- Respect all opponents, coaches, officials, teammates, and spectators.
- Adhere to the rules of the game and accept officials' decisions.
- Demonstrate good sportsmanship in both victory and defeat.
- Strive for personal excellence and team success.
- Avoid negative or disrespectful behavior, including verbal abuse, taunting, or bullying.
- Be a team player.

Expectations for Parents and Spectators:

- Support your child, the team and the coach in a positive and constructive manner.
- Respect the officials, coaches, and opponents.
- Avoid coaching from the sidelines or criticizing players, coaches, or officials.
- Set a positive example for your child and other spectators.
- Remember that sports are for children to enjoy and learn from.
- Positively communicate with coaches, referees, and other parents

Violations of these expectations may result in disciplinary action. We believe that sportsmanship is an integral part of the educational process and expect all participants to uphold these values.

Eswood School is committed to fostering a positive and supportive athletic environment for all.

PARTICIPANT SIGNATURE: _____

DATE: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

Agreement must be signed and returned before the student may be allowed to participate in any contest.