Elementary Family Handbook

Sherrard CUSD #200

PK - 6th Grade

Matherville Intermediate

Sherrard Elementary

Winola Elementary

2025-2026

www.sherrard.us

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I. COMMUNICATION/DISTRICT CONTACTS

DISTRICT MISSION STATEMENT

At Sherrard Community Unit School District #200: We Inspire....We Empower....We Prepare

Upon written or oral request, the administration will provide clarification of any item in the handbook. This handbook shall not be interpreted as a contract. The statements in this handbook are only a summary of Board policies and the handbook may be changed during the year without notice. Board policies are available to the public at the District office and can be viewed online at www.sherrard.us.

District Office

P. O. Box 369, 507 3rd St.
Sherrard, IL 61281
Telephone: 593-4075
Fax: 593-4078
Superintendent: Carl Johnson
Secretary: Becky Breiby

Sherrard Elementary School

209 E. 1st Street
Sherrard, IL 61281
Telephone: 593-2917
Fax: 593-2409
Principal: Casey Wyant
Secretary: Amy Hammond

Winola Elementary School

1804 17th Avenue
Viola, IL 61486
Telephone: 596-2114
Fax: 596-2979
Principal: Kari Roberts
Secretary: Megan Fisher

Matherville Intermediate School

Box 639, 1376 252nd Street
Matherville, IL 61263
Telephone: 754-8244
Fax: 754-8245
Principal: Jeff Shillinger
Secretary: Tracey Anderson

Sherrard Jr. High School

4701 176th Avenue
Sherrard, IL 61281
Telephone: 593-2135
Fax: 593-2143
Principal: Brady Stromquist
Secretary: Jennifer Diehl

Sherrard High School

4701 176th Avenue
Sherrard, IL 61281
Telephone: 593-2175
Fax: 593-2775
Principal: Alex Johnson
Secretary: Sandy Woods
Secretary: Connie Helm
Secretary: Lacey Woodward

Counselors – Zach Johnson (MV), Stephanie Johnson (SG, WG)
District Social Worker – Alexa Weihler (District/HS), TBD
School Nurses – Sanya Boucher (HS), Kelly Fratzke (SG), Reshea Lawson (WG), Dale Kling (MV)
Challenge Teacher – Emma Benson (MV, SG, WG)
Art Teacher - Tony Vermeer (SG, WG)
Music Teachers –Emma Haugen (SG, WG), Christina Pagett (MV)
Speech Therapist – Amber Bruning (WG, MV), Cindy Steckel (SG, MV)
Psychologist – TBD
District Librarian – Jill Bennin (District/HS)
***Staff email addresses are located on the district website. www.sherrard.us**

You and Your School

You can make sure that your child gets the best learning opportunities possible by working with the schools in our community in a variety of ways. Please consider sharing your talents by:

Share your TIME by volunteering to be a room parent, a field trip chaperone, a learning center helper, or a workshop participant.

Share your TALENTS and HOBBIES in a classroom demonstration. Share your SKILLS like typing, running office machinery, cutting, and pasting. They are always needed.

Share your IDEAS and SUPPORT with your school's parent-teacher organization by attending their meetings and helping with fund-raisers and special projects.

Share your CONCERNS and OPINIONS. Please don't sit back and grumble anonymously about something you dislike. Instead, be sure to discuss it with those directly involved in the situation (the teacher, administrator, etc). See the 'Communication of Parental Concerns with School Officials' section below for more information.

Attend parent-teacher conferences and discuss your views. Share your PRAISE, too. Tell teachers and administrators what you like about their school. Positivity and appreciation are always welcome! :)

Finally, share the SCHOOL EXPERIENCE with your children. Ask them what happened at school; let them share their day with you. Your interest will greatly affect your children's attitude toward school and your ongoing involvement will give you a more accurate picture of their learning environment and opportunities.

- **Monitor the completion of homework.**
- **Reinforce concepts covered at school.**
- **Discuss learning and his/her academic progress.**

School Hours

Winola Elementary and Sherrard Elementary Schools begin the school day at 8:45 am and end the day at 3:45 pm. Matherville Intermediate School begins at 8:40 am and ends at 3:30 pm. Please do not permit your children to arrive before 8:15 am. Children are required to go to recess or eat breakfast after placing their books, etc. in designated areas. Recess time is spent either indoors or outdoors according to weather conditions.

Parent Volunteer Program

Please consider volunteering with the Sherrard School District and help educate every student to succeed. If you would like to volunteer, please reach out to your building principal.

Communication of Parental Concerns with School Officials

The Board, administration, and staff encourage parents and citizens to discuss their children's education with District staff. If you have specific concerns, discuss them directly with the teacher or counselor, as appropriate. If the matter continues to be a concern, please contact the building principal. Finally, you are welcome to contact the District superintendent or his designee for resolution. Parents are encouraged to deal with such concerns within a reasonable time. Your support is necessary and required to allow your child to fully benefit from the program.

The School Board

The Board of Education is responsible for establishing goals and policies for the Sherrard School District and for evaluating the effectiveness of those goals and policies. The seven elected Board members, who serve four-year terms, work voluntarily.

John Cabor
Cassandra Cleaveland
Kim DeBlock
Aaron Dominique
Rhys Fullerlove
Dan Helm
Sue Lyon

Board Meetings

Regular meetings of the Board of Education are held the 3rd Wednesday of each month. The meetings are held in the boardroom of the Sherrard Unit Office, 507 Third Street, Sherrard, and begin at 6:00 p.m. A schedule of the meetings showing time and place is adopted yearly and may be changed with due public notice.

You can see agendas and board votes by logging onto www.sherrard.us click on Board of Education and then click on Board Docs.

Public Participation at Board Meetings

The Board of Education encourages citizens of the district to attend its sessions so they may become better acquainted with the operation and programs of the schools and the Board of Education may have the opportunity to hear the wishes and ideas of the public. All official meetings of the Board are open to the press and public. However, the Board reserves the right to meet to discuss such matters that are properly considered in executive session.

Although the public has the right to attend Board of Education meetings, no individual or group has the right to enter into the deliberations of the Board. Unless the Board solicits input, visitor communication will be limited to the agenda item “Recognition, Members of Audience”.

Any individual desiring to speak shall fill out a Request to Address the Board prior to the start of the meeting and present it to the Board Secretary. The presentation should be as brief as possible. Unless an extension of time is granted, a speaker shall be limited to three minutes.

Speakers may offer such objective criticisms of school’s operations and programs as they concern them. In open session, the Board of Education will not hear personal complaints of school personnel or complaints against any person connected with the school system. Other channels provide for Board consideration and disposition of legitimate complaints involving individuals.

Equal Opportunity/Nondiscrimination

Equal education 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, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the Sherrard CUSD 200 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 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.

Grievance Procedures

Grievances may be filed to address a violation of a student's nondiscrimination or equal opportunities rights, such as sexual harassment or sex equity, or a violation of any other rights guaranteed by law or Board policy.

This procedure is not intended to limit the option of the District and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons.

Board Policy outlines the uniform grievance procedure, along with explanations, due process, and directions, is available for inspection in the offices of the: Superintendent, Building Principal, Dean(s), Coordinators/Complaint Managers, Department Chairpersons, and in the learning resource center.

Contact Information

Lisa Emendorfer – Title IX Coordinator (309) 593-2175 4701 176th Ave., Sherrard
Alex Johnson – High School Principal/Complaint Manager (309) 593-2175 4701 176th Ave., Sherrard
Kari Roberts – Elementary Principal/Complaint Manager (309) 596-2114 1804 17th Ave., Viola
Carl Johnson – Nondiscrimination Coordinator (309) 593-4075 507 3rd St., Sherrard
Andrea Cooper – Jr/Sr High 504 Coordinator (309) 593-2175 4701 176th Ave., Sherrard
Zach Johnson - Matherville 504 Coordinator (309) 754-8244 PO Box 369 Matherville
Stephanie Johnson - Sherrard/Winola 504 Coordinator (309) 593-2917 209 1st St., Sherrard

II. ENROLLMENT

Registration Information

Building secretaries can help you get access to the Parent Portal. All fees can be paid online through the parent portal with a credit/debit card or cash/check can be brought into the school office. We will not be using RevTrak. See website: www.sherrard.us for directions on payments made through the portal. (go to Parents/Students, Payment Instructions)

	Fee/Price	Reduced Fee/Price	Adult/Guest
Registration Fee	$70 per year	varies per year	n/a
Lunch Price	$2.70 per lunch	varies per lunch	$3.35 per meal
Breakfast Price	$1.35 per breakfast	varies per breakfast	$1.85 per breakfast
Milk Price	$0.45 per carton	$0.45 per carton	$0.45 per carton

Entrance Age

According to Illinois law, a child may enroll in kindergarten if he/she will be 5 years old on or before September 1st. Children who enter first grade must be 6 years of age on or before September 1st of that school year. A child must be enrolled in school by their 6th birthday according to Illinois law. Failure to enroll your children in school or failure to require your child to be present whenever school is in session is recognized as a violation of Illinois law. Parents may choose to have their kindergarten child attend half days only (8:45–11:30).

Legal Birth Certificate Requirement

A legal birth certificate is defined as a birth document issued through the county of birth (not a hospital document). Failure to comply requires the School District to file a report with a local law enforcement agency. Preschool For All, ECE and Kindergarten Students: Illinois law specifies students must have a legal birth certificate on file before they may start school. Students new to the District must have a legal birth certificate on file within 30 days of enrollment.

Required Health Examinations/Immunizations

The Illinois School Code and the Department of Public Health require all children entering preschool, kindergarten or first grade, sixth grade, ninth grade and students new to Unit 200 to submit proof of a completed health examination and proof of immunizations. Physicals must be dated no earlier than one year prior to the first day of school of the year they will begin to meet the state's requirements. The Illinois Department of Public Health form must be used. Note: Students not having the necessary proof of examination and immunizations for the school year will not be allowed to attend school until the required items have been completed. See website: www.sherrard.us for forms. (go to Departments, Health Services, Health Forms)

Immunization dates required before entry into the following grades include:

Preschool
All students entering preschool shall show proof of having the following immunizations:
DTaP/DTP - 4 doses
Polio - 3 or more doses
MMR - 2 doses
Varicella - 1 or more doses
Kindergarten
All students entering kindergarten shall show proof of having the following immunizations:
DTaP/DTP - 4 doses (last one after age 4)
Polio - 4 doses (last one after age 4)
MMR - 2 doses
Varicella - 2 doses
Sixth
All students entering the sixth grade shall show proof of having received one dose of the meningitis vaccine on or after age 11. In addition to the meningitis vaccine, all students entering 6th grade must show proof of having received the Tdap vaccine, a second Varicella vaccine, and three Hepatitis B vaccines.

Dental Examinations

Proof of dental examinations is required by May 15 of the kindergarten, second, and sixth grade years.

Vision Screening

All kindergarten and new to the district students are required to have a complete eye and vision evaluation by an eye doctor. Vision screening will be done, as mandated. Additional exams will be conducted throughout the year as necessary.

Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating an examination has been administered within the previous 12 months and the evaluation is on file at the school.

Certificate of Good Standing

A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Residency

A student may also attend school in this District on a tuition-free basis if the student is a legal resident of the District as defined by the Illinois School Code. A student's residence is the same as the person who has legal custody of the student.

A regular education student who is homeless shall be considered a resident of the District if he or she is physically living within the District boundaries, even if unable to produce records normally required for enrollment. In addition, pursuant to the Illinois Education for Homeless Children Act (105 ILCS 45/1-1 et seq.), a homeless student will be considered a resident of the District if the student attended a school in the District when he or she was last permanently housed or the student was last enrolled in a school in the District. If a dispute arises regarding the homeless child's rights, the child's parent(s)/guardian(s) shall be directed to the District's Homeless Student Liaison, Alexa Weihler (309) 593-2175.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney per Board Policy 7:60.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

Requests for Non-Resident Student Admission

Non-resident students may attend District #200 schools upon the Superintendent's approval of a parent/guardian request for non-resident admission. Such requests may only be granted subject to the conditions set forth in Board Policy 7.60.

Homeless Children

Homeless children will have equal access to a free appropriate education and programs. They will not be discriminated against because of their homeless status. School Board policy 6:140 Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he/she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount due.

School Accident Coverage Insurance

Student Accident Coverage Insurance is provided for each enrolled student for the school year at no cost. This insurance covers the student during the school day and is effective the first student attendance day.

A brochure describing additional coverage options (24 hour coverage) for grades PK-6 is sent home the first week of school or when students register. Claims can be made by contacting the school and completing the simplified claims form.

III. ACADEMIC INFORMATION

Grading Scale

Grades 3-6
100-90 A
89-80 B
79-70 C
69-60 D
59-0 F

Grades K-2
4 - Exceeds expectations (E)
3 - Meets expectations (M)
2 - Assistance needed to meet expectations (N)
1 - Does not meet expectations (U)

Placement (Board Policy 7:40)

Assignment of students to classes shall be the responsibility of the building principal. Placement in classes shall be based upon consideration of the best interest of the individual student and also the effect on the instructional setting.

In the case of transferred students, it is within the principal's authority to assign a student to a learning setting other than that recommended by the transferring school.

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will be assigned to a grade level appropriate to demonstrate academic proficiency.

Promotion

Class placement for the following year will be the responsibility of the classroom teacher and building principal. Classroom assignments will be based on test results, academic growth, social skills, and emotional needs.

According to the Illinois School Code (105 ILCS 5/10-20.9a), schools cannot promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the students. Decisions to promote or retain students in any classes must be based on successful completion of the curriculum. Students who do not qualify for promotion to the next higher grade will be provided remedial assistance.

Retention

If retention is found to be necessary, a sincere attempt should be made to get parents to agree, but the Sherrard School District retains the right to make final placement of all children (excluding special education placements). Retention should in no way be considered a punishment.

The following criteria will be reviewed when considering student retention:

- Intellectual and emotional maturity of the child;
- Attendance patterns of the child;
- Test scores on local, state, and national tests;
- Teacher and parent recommendations;
- Review of the child's cumulative folder;
- Failure in two core subjects for three quarters.

Attendance

In accordance with the Illinois School Code (105 ILCS 5/26-1) all elementary aged children are required to attend school. Research shows:

- good attendance habits correlate with success in school
- punctual attendance is vitally important for success in school and in later life
- children learn and grow through experience provided by the school
- parental encouragement and making provisions for regular attendance are crucial

*The Truancy Division allows only the following as acceptable reasons for absence:

- Illness with a doctor's note
- Bereavement in the immediate family
- Religious holiday
- Court hearings with verification
- Mental health days

Illinois State Fair can be excused for up to three (3) days with proof of attendance.
Deer hunting will be excused for one day with a copy of the student's deer tag provided to the school.

Absence (Board Policy 7.70)

Please try to contact your child's school before 9:00 a.m. each day your child will be absent, or call and inform us of the dates your child will be gone if the absence will be a lengthy one. We require immediate notification via email, voice mail, phone call, or in writing. An absence may be excused for illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the Superintendent or designee.

In special cases the school may require a doctor's re-entry slip.

Student vacations are not encouraged as they are generally unexcused absences. If prior approval of the Principal is obtained and the vacation includes at least one of the student's parents/guardians then it may be excused. However, any vacation absence does count into the 10 days for truancy referral. A communication with the building principal by the parent(s) must occur prior to the vacation for the absence to be considered excused.

Truancy

It is important for students to arrive at school before their designated start time (see school hours). All students arriving at school after that start time will be marked down as being tardy. Tardiness is considered to be a form of truancy. Students who demonstrate a pattern of tardiness may be referred to the local truancy agency.

Truancy warning letters will be sent when a student has missed seven days of school, regardless of documentation for the absences. Referral to the Truancy Division of the Regional Office of Education is required by law when a student has missed ten days of school.

A student who is absent from school without valid cause for 5% (9 days) or more of the available attendance days is defined as chronically truant. Pursuant to the Illinois School Code, a chronically truant student's parent(s)/guardian(s) may face fines and/or imprisonment. See * above regarding acceptable reasons for absence.

Make Up Work

Every student has a right to make up schoolwork missed on days of excused absences. For every student day missed, the student will receive two additional days to make up schoolwork. Teachers in individual classes have the option of extending the maximum with permission of the principal. In addition, teachers can request a test be made up on the first day back in school if the student was notified of the test date prior to the absence.

For illness and injury of three days or more, the student or parent may contact the office to make arrangements for homework. Teachers are allowed 24 hours to turn homework into the office for pick-up by parents. Extended absence for illness and injury of two weeks or more could qualify for homebound tutoring with a doctor's certification.

Participation in Activities if Absent

Students are not allowed to participate in or attend any school activities unless they are in school on the day of the activity. The principal must approve any exceptions.

Reporting Pupil Progress

Using the online Parent Portal allows access to your child's weekly grade progress. Report cards will be sent home with students after each of the four quarters.

Conferences

District parent-teacher conferences are held in the fall and spring each school year. Additional conferences may be held at any time during the school year upon the request of a parent or teacher.

School Visitation Rights Act

The Illinois School Visitation Rights Act permits employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend. A complete copy of the law, along with a visitation form that can be used to verify your visit, is available in the office of your child's school.

Sex Education

As part of our curriculum, one or more units may be taught regarding sex education, sexual abuse, family life, diseases, and AIDS. If you do not wish for your student to participate in one or more of these units, please send a written letter to the building principal or classroom teacher so that alternative instructional materials may be provided for the student. Notification will be sent home prior to the first day that instruction begins.

Electronic Network Access

Electronic networks, including the Internet, are part of the District's instructional program and serve to promote educational excellence.

- Students & parents annually sign the District's Authorization for Electronic Network Access
- Student use is a privilege not a right
- Technology utilization must be in a responsible and acceptable manner
- There is no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers
- Disciplinary action and/or loss of all privileges can result if unacceptable use occurs
- Students and parents may refer to the Chromebook Policy.

https://docs.google.com/document/d/1pWYudB3FSJjr0RrWMn5G2M0VCY-oYOdxzDcKA8DK-fU/edit?usp=sharing

Field Trips

Field trips are taken throughout the year to enhance the curriculum. Teachers will send information home about the trips as they occur. No additional confirmation from the parent is required or needed. The school cafeteria provides sack lunches for students with the normal hot lunch price being deducted from the students' lunch account.

Parents are sometimes asked to chaperone on trips when additional supervision is required. Parents will have to provide their own transportation when they attend as chaperones. Students must return to school with their class after the field trip.

Students are expected to conduct themselves in such a manner as to be a credit to their school and community, as well as their parent(s)/guardian(s) and themselves. The administration reserves the right to withhold any trip participation from any student upon conferring with teachers, staff, and/or bus drivers, if it is determined the student's behavior excuses him/her from such activities.

IV. BUS INFORMATION & EXPECTATIONS

Transportation

Transportation is provided by Sherrard School District in accordance with the rules and regulations of the State of Illinois and the policies of the Sherrard Board of Education. Bus transportation is provided to qualified students based upon distance from one's designated attendance center. **It is illegal to pass a school bus with red lights flashing and stop arm extended for any reason – even if the bus is in a parking lot and there are no children present. Amber lights will come on prior to the red lights. Please slow down and be ready to stop when you see the amber lights.**

Bus Expectations

In order to maintain safe transportation to and from school, the District has established regulations governing school bus riders. It is important that all riders and parents of riders be thoroughly familiar with the following regulations.

- **PreK, K & 1st grade parent or designated adult must be visible to the busdriver at the pick up and drop off location.**
- No photos/videos may be taken using any devices by bus riders.
- Stay off the road at all times while waiting for the bus and remain in a safe area.
- School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local board of education designates an adult to supervise the riders.
- Bus drivers are authorized to assign seats.
- Do not leave your seat while the bus is in motion.
- Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows.
- Quiet voices should be used at all times.
- Be absolutely quiet when approaching a railroad crossing.
- Never tamper with the bus or any of its equipment.
- Carry no animals on the bus without permission of the superintendent and/or the principal.
- Keep hands and feet, books, packages, coats, and all other objects out of the aisles.
- Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization from a school official.
- Be courteous, use no profane language.
- Do not eat or drink on the bus.
- Students may not bring balloons on the buses.
- Remain in the bus in the event of a road emergency until instructions are given by the driver.
- Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.

Bus Transfers

Bus transfers are prohibited. Buses are limited in the number of passengers that may be transported. Parents must make arrangements for their child if their normal arrival/dismissal from school will be different.

Disciplinary Action: Bus Transportation

Electronic visual and audio recordings may be used to monitor the behavior of students who ride the bus. Authorized school personnel will review the videotape and administer subsequent disciplinary consequences to students.

Bus conduct cards will be used to promote better discipline and safety on buses. School bus drivers will attempt to solve problems involving students' misbehavior by utilizing the following:

1. a conference with the student
2. a telephone conference with the child's parent/guardian
3. assigned seat for the student offender for a specified length of time. (Inform parents by phone)

Students will be issued a bus conduct card for a violation of any of the rules that are listed on the card and for other behavior that the bus driver feels is excessive or endangers the safety of the bus students. Loss of school day privileges may occur.

a. **1st bus card issued** – When a student receives a bus conduct card for inappropriate behavior, the student will receive two copies of the notice as he/she leaves the bus and will be instructed that this is the first notice. Both copies of the notice must be signed by the parent/guardian and returned to the bus driver or building principal.

b. **2nd bus card issued** – When a student receives a second bus card, the administrator may restrict the student from riding the bus until a conference is held. The conference will involve the child, parent, bus driver, and administrator when possible.

c. **3rd bus card issued** – When a student receives a third bus card, the student and the building administrator will be notified. Students who are issued a third bus card may be suspended from bus transportation for up to ten (10) school days.

In accordance with Board Policy 7.220, if the offense is serious and/or endangers the safety of others, the student may be suspended from the bus for up to ten (10) days by the Building Administrator, regardless of the number of previous bus conduct cards received. Repeated offenses after the 3rd card has been issued could result in suspension and/or the loss of bus riding privileges for the remainder of the school year.

V. SCHOOL INFORMATION

Care of Textbooks & Chromebooks

Any child carelessly destroying, damaging or losing school texts, library books, or other school equipment will be assessed an appropriate amount to cover the cost of the damage or replacement. Please supply your child with a book bag, a heavy plastic bag, or something similar (waterproof) to protect books carried to and from school in bad weather.

Click on the link for Chromebook Policy
https://docs.google.com/document/d/1pWYudB3FSJjr0RrWMn5G2M0VCY-oYOdxzDcKA8DK-fU/edit?usp=sharing

School Fee Waivers

Students whose parents are unable to afford student fees may receive a waiver of the fees, including textbook rental fees. However, these students are not exempt from charges for items that are lost or damaged. Eligible students are those receiving Public Aid, those eligible for free lunch and those eligible under Department of Agriculture family-size income levels. Applications for fee waivers are available in the school office and should be submitted to the school office for consideration.

School Materials

Only items and/or materials that have been assigned shall be allowed at school. Any inappropriate items may be confiscated, i.e. cell phones, music players, electronic devices, stuffed animals, toys, etc.

Late Arrival

Parents must come into the school to sign-in students who are arriving after 8:50 a.m.

Change of Routine

Please limit changes in routine for the safety of your child. Written notes are required to request and explain any changes in end-of-day routine. Phone calls are only to be used in emergencies **and PRIOR to 3:00 p.m. REMINDER bus transfers are prohibited.**

Special Excuses

A doctor's excuse will be required for a student who must miss recess/P.E. more than three days.

Recess - Fresh air and activity are healthy for children who are properly clothed. Doctor's notes indicating exclusion from physical education class will automatically be considered exclusion from physical activity at recess and vice versa.

Physical Education – Children may be excused from PE with a parent note for a maximum of three days per semester. Children needing longer excuses will need a physician's excuse. Children having an excuse from P.E. should not participate in extracurricular physical activities during the time of the doctor's excuse. Doctors notes indicating exclusion from physical education class will automatically be considered exclusion from physical activity at recess and vice versa.

Standard of Dress

- dress in a neat and healthful manner
- wear shoes at all times
- have athletic shoes for physical education class
- clothing deemed inappropriate or disruptive to the educational environment will not be permitted. This includes, but is not limited to:
  - clothing that exhibits obscene or objectionable material
  - clothing must cover the core, i.e., chest, torso, and undergarments
  - PreK-4 flip flops and slides are NOT ALLOWED (due to safety)
  - hats are not to be worn in the building

Students in violation of this dress code must change the objectionable clothing.

Emergency Numbers

Make sure that your child's school has an up-to-date phone number at which you can be reached in the event of an emergency (child's illness, accident, early school closing, etc.). It is also important 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.

Use of School Telephone

There is usually someone in each school building to receive telephone calls between 8:00 a.m. and 4:30 p.m. Unless an emergency situation exists, teachers and students will not be called to the telephone during school hours. Teachers will be notified of all parent calls.

Students should use the school telephone only in cases of emergency, such as illness or accident. Arrangements for after school activities should be made before your child comes to school. Personal cell phones are NOT to be used for these purposes.

Labeling of Clothing and Supplies

All of your child's outer garments (coat, boots, gloves, scarves and hats) should be labeled with permanent marker, using both the first and last names. School supplies should also be labeled this way. Unclaimed items may be donated on a monthly basis to a local shelter or clothing distribution facility.

Bringing Money to School

PLACE ALL MONEY IN SEALED ENVELOPES labeled with Student name, amount of $, and purpose.

School Breakfast

All District schools serve breakfast each morning before school begins. Breakfast is served from 8:15 a.m.-8:45 a.m. The cost for each meal is $1.35. Students receiving free or reduced lunch qualify for the same benefit for breakfast.

Lunch Time

All children are required to eat in the designated areas. Those carrying their lunch may buy milk in the cafeteria. The cost of such will be determined annually.

- Proper nutrition is vital to your child's functioning.
- Candy and junk food is discouraged.
- Pop and carbonated beverages are not permitted.
- ***Parents are not allowed to bring food from a restaurant to the school for students to eat during lunch.***

Cafeteria expectations:

- Observe good table manners
- Leave the table and floor around your place in a clean condition for others.
- Deposit all lunch litter in waste containers.
- Return all trays and utensils to the designated areas.
- ***Food/drink sold by the cafeteria may not leave the cafeteria.***

Meal Accounts

We encourage you to use the online pay service. You must have an Infinite Campus Parent Portal Account. Contact your school office to set this up. All children in your household may be included in the same transaction.

Parents will be notified when the account gets to $10.00 or less. Parents will be notified of low-balance accounts at least one time per week. Notices will either be sent home with students or by automated calls.

Students with a zero or negative balance will not be allowed to charge a la carte items.

Free and Reduced Price School Lunches

Free and reduced-price school lunches are provided to all public school children whose family incomes are at or below income levels set by the federal government. This program is partially funded by the state and federal governments. Applications for both free and reduced-price lunch programs are available to students at their respective school offices. All information regarding free and reduced priced lunches is strictly confidential. Students who receive free or reduced price lunches are not identified in any way.

Visiting Schools

At all times, visitors and parents are **required** to stop and sign in and out at the office upon entering the school building for instructions and receive a visible badge. **Parents must stop in the office** to pick up their child, if they are leaving early.

Moving

If you are moving, notify your child's school of the exact date you will be moving, the name and address of your child's new school and the date your child will enroll in the new school. Records will not be forwarded until your child has actually enrolled in the new school. Please make sure all textbooks, library books and workbooks have been turned in to your child's homeroom teacher.

Emergency Closing

When threatening weather conditions make it necessary to cancel school, delay the start of school or dismiss early, every effort will be made to notify parents promptly.

- An Infinite Campus phone call will go to the phone numbers **provided by parents**.
- Parents must alert the school of any phone number changes during the school year.
- Local radio and television stations will be notified to also broadcast this information

Always notify the school if you decide not to send your child on a particular day due to the specific road conditions at your home. It will be a day of unexcused absence, if school is in session.

Boots

Students are encouraged to wear boots to school when there is snow on the ground or when there is standing water on the streets and sidewalks. Students not wearing boots and snow pants will be confined to the blacktop areas of the playground during recess.

Lost and Found

A lost and found will be located in the school. Anyone missing personal items may want to check the box. Any clothing left at school at the end of each semester will be donated to a local charity.

Birthday Party Treats & Invitations

District Wellness Policy requires any food brought in must be prepared by and sealed from a commercial kitchen facility.

In fairness to all students, the passing of party invitations is prohibited at school unless all classroom students or all the boys or all the girls are invited. Being left out has often hurt children. Parents should make plans to send invitations by mail or deliver to homes after school hours if only a portion of the class is invited to the party.

School Safety Drills

School safety drills will be held periodically throughout the year as required by Illinois law. Students are to follow the directions of their teacher or bus driver as outlined for each room or bus. These may include fire, severe weather, law enforcement, and bus evacuation situations.

Library

Students shall have a library visit included in their weekly schedule. Books are available to be checked out for a period of one week (two weeks at Matherville). Students are expected to return books promptly and to help maintain our library by taking care of the books loaned to them. Any lost or damaged book will be the responsibility of the student to whom it was loaned. A charge will be assessed for each lost or damaged book. Parents are asked to help your child protect books from damage at home. See the school website under 'Library' for specific expectations.

Bicycles

Bicycles are to be parked in the bicycle racks provided.

VI. SPECIAL SERVICES

Challenge Program

Each child has unique characteristics and abilities. Some children have exceptional academic ability in particular areas of study. Because our District seeks to meet the needs of all learners, a program has been developed to meet the needs of these students.

Identified students are given differentiated instruction within the regular classroom and through pull-out instruction in grades 3-6. Pull-out instruction is not limited to identified students and may include both identified and non-identified students with high ability in the studied skill area.

MTSS (Multi-Tier System of Support)

Multi-Tier System of Support is a process to make sure all students are making progress with academics and social behaviors. The basic premise is to consistently review how well a student responds, either positively or negatively, to a plan to help improve a skill or behavior.

Programs and Services Available

Programs are offered in the areas of speech and language, learning disabilities, mental impairment, physically handicapped, vision impairment, behavioral disorders, hearing impairment, early childhood and multiple handicapped. All children with disabilities are entitled to a free appropriate public education as provided by law. To that end, most children remain in the regular education program and receive resource services from specialists assigned to the schools.

Children with more severe needs may attend a special school or program all day. Special education eligible children may also receive one or more of the following: evaluation/ testing, consultation for parents, health services, psychological services, social work services, specially adapted materials, occupational/physical therapy, counseling, career guidance, vocational training, and job placement. Whatever the need, children are served at all levels – PreK – 12.

Parents who have questions or seek written materials about Sherrard's specific policies, procedures, rules and regulations regarding the identification, assessment/evaluation, or educational placement of children with disabilities may contact the Special Education Coordinator via the District Office @309-593-4075.

Identification Procedures

Students may be referred for available programs or services through a team review of the student's academic needs. Each school has the services of a team. A child can be referred to this team through the school principal, by parents and/or by the child's teacher. The child's parents or guardian must give written authorization before any testing can take place. All children are evaluated in their primary language.

Students in Special Education Programs

All children receiving special education instruction and/or services must have an annually developed plan indicating the educational program designed to meet their specific educational needs. This written plan is called an Individual Educational Program (IEP). Parents are encouraged to work with the school and to maintain close communication with their child's special teacher and to discuss any questions they might have about their child's education.

Medicaid Data Release Consent

If your child receives special education services and is also Medicaid eligible, Sherrard School District can seek partial reimbursement from Medicaid for health services documents in your child's Individualized Education Program (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.

Federal law requires written consent to release a child's name, birthday and Medicaid number. Only data for Medicaid eligible students will be released. Consent has **no impact** on current or future Medicaid benefits. Parents can deny the district the right to release this data now or at any time in the future. Regardless of the parent decision, the district must continue to provide, at no cost, the services listed on the child's IEP.

Behavioral Interventions for Students with Disabilities

District #200 has a policy and procedures related to the use of behavior interventions for students with disabilities as required by law. See Board Policy 7:230 and Administrative Rule for further detail. In accordance with the requirements set forth in 105 ILCS 5/2-3.130 and Public Act 102-0339, a district oversight team has developed a specific plan that includes procedures to reduce the use of physical restraint, time out, and isolated time out (RTO). The Board-approved plan is available to view on the District website.
For more information about the District's Behavioral Interventions Policy/Procedures, contact the school principal or the District's Special Education Coordinator via the District Office 309-593-4075.

Bilingual Education

Students of limited English-speaking ability will be assessed and monitored, and parents will be notified in English and the parents' primary language of their child's needs.

Guidance/Counseling Services

All K-6 buildings have guidance lessons, character education, and counseling services available for the students. Parent notification and permission is obtained before a student receives regularly scheduled counseling services. Parents are welcome to request services for their children or ask for referrals to other family service organizations by calling the counselor.

VII. MEDICAL INFORMATION

First Aid

Basic first aid is administered in schools by school personnel (nurses, secretaries, principals, etc.) for minor injuries such as scrapes, bruises and minor cuts. The nurse (if available) will administer first aid for more serious injuries, such as possible fractures, lacerations and severe bruising. Parents are called when medical attention is required. Hospitals cannot administer treatment without the consent of parents or guardians unless the situation is life threatening. Thus, it is important that we have the correct phone number (home, work, cell #) where you can be reached during the day.

Medications (Board Policy 7.270)

School employees can dispense NO medication until the following guidelines have been met:

1. A school medication permission form must be completed by the PARENT and PHYSICIAN for any medications (see A through D below). Physicians are encouraged to adjust the medication schedule so medicine will not be necessary at school.

A. Prescription medications must be brought to school in an appropriately labeled container. The label must include: child's name, prescription number, medication name/dosage, administration route, other directions, date, refill acceptable, licensed prescriber's name, pharmacy name, address and phone number, name or initials of pharmacist.

B. Over the counter medications (OTC) (non-prescription medications) shall be brought to school with the manufacturer's original label with the ingredients listed and the child's name affixed to the container. OTC medications include cough medicine, Tylenol, aspirin, antacids, cough drops, etc.

C. Students may carry and self-administer their prescribed asthma medication, glucometers, epi-pens, and glucagon, but only with parental permission and release of liability, a physician's written authorization, and approval of the School Nurse. Specific medication forms are available and must be completed before a student is permitted to self-administer.

D. Medication requests must be renewed annually.

Medication permission forms are available at the child's school and the District website at www.sherrard.us.

THERE CAN BE NO EXCEPTIONS TO THE ABOVE GUIDELINES.

Undesignated Emergency Medication

Sherrard School District may maintain a supply of:

- Undesignated asthma medication which may be administered by school nurse or trained personnel, when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate-to severe. Sherrard School District is participating in the State of Illinois' Undesignated Emergency Asthma Medications Program.
- Undesignated epinephrine injectors which may be administered by school nurse or trained personnel, when they, in good faith, believe a person is having an anaphylactic reaction.
- Undesignated opioid antagonists which may be administered by school nurse or trained personnel, when they in good faith, believe a person is having an opioid overdose.
- Parents/Guardians will be notified when emergency medications are administered.
- Parents/guardians of students should not rely on the District for the availability of undesignated medications. Nor does this guarantee the availability of undesignated medications.
- When a school nurse or trained personnel administers an undesignated epinephrine auto-injector to a person whom the school nurse or trained personnel in good faith believes is having an anaphylactic reaction, administers an opioid antagonist to a person whom the school nurse or trained personnel in good faith believes is having an opioid overdose, or administers undesignated asthma medication to a person whom the school nurse or trained personnel in good faith believes is having respiratory distress, notwithstanding the lack of notice to the parents or guardians of the pupil or the absence of the parents or guardians signed statement acknowledging no liability, except for willful and wanton conduct, the school district, public school and its employees and agents, and a physician, a physician assistant, or an advance practice registered nurse providing standing protocol and a prescription for undesignated epinephrine auto-injectors, an opioid antagonist, or undesignated asthma medication, are to incur no liability or professional discipline, except for willful and wanton, conduct, as a result of any injury rising from the use of an undesignated epinephrine auto-injector, the use of an opioid antagonist, or the use of undesignated asthma medication, regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician assistant, or advanced practice registered nurse.

- Parents/Guardians are to indicate when they register their student if they do not wish for their child to receive emergency medication.

Hygiene and Illness

Unit 200 recognizes that good hygiene is necessary for the health and safety of all students. Please encourage your child to use good hygiene and develop good bathroom habits. Before starting school, children should know to:

- raise or lower the toilet seat when appropriate
- appropriately use toilet paper (amount & in toilet)
- flush the toilet when finished
- wash their hands using soap and warm water after using the toilet

Head Lice (Pediculosis)

Head lice are not a health hazard and are not agents for the spread of disease. Head lice are transmitted mainly by head-to-head contact. However sharing of hats, combs, hair brushes, or other hair items are discouraged. Lice crawl; they do not hop or fly. If lice are discovered on your child at school, you will be contacted. Please refer to the CDC website for official guidance: https://www.cdc.gov/parasites/lice/head/schools.html

Treatment of head lice:

- Shampoo hair with a lice shampoo
- Nix is the recommended shampoo by the American Academy of Pediatrics
- Use fine-toothed lice removal comb on wet hair
- Repeated combing make it difficult for lice to survive
- Launder all family bedding in hot water
- Vacuum all furniture, furniture pillows and carpeting

Communicable and Infectious Diseases

The School Board recognizes that any student with a communicable and chronic infectious disease is eligible for all rights, privileges and services provided by law and the District's policies, and the District shall balance those student rights with the District's obligation to protect the health of all District students and staff. Pursuant to Board Policy 7:280, school officials will observe all rules of the Illinois Department of Public Health regarding communicable and chronic infectious disease. See Administrative Rule for procedural safeguards for managing health and safety concerns.

Additional IDPH guidance is available on the school website - Health Services.

Regulations for the Control of Common Commuicable Diseases

DISEASE	EARLY SIGNS AND SYMPTOMS	EXCLUSION FROM SCHOOL	PROTECTION
Coronavirus	May not have symptoms or can have any of the following: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, skin rashes.	Follow current IDPH guidelines	Vaccine available. Test for Covid if experience symptoms (add/see common cold prevention measures)
Chicken Pox (Varicella)	A sudden onset of mild fever, progresses to blister-like lesions that last 3-4 days before scabbing	Not less than 5 days after the eruption of the last blister or until all the blisters become dry	Vaccine available.
Pink Eye (Conjunctivitis)	Pink/redness of the eyes, with white or yellowish discharge on the eyelids; eye pain or redness of the eyelids or skin surrounding the eye may occur.	Exclude from school until 24 hours after treatment begins or child is examined by a physician and approved for readmission to school.	Important to wash hands often with warm water and soap.
Common Cold	Symptoms include runny nose, watery eyes and generalized tired feeling.	Student need not be excluded from school unless a fever is present (100 degrees or greater). Children excluded due to fever may be readmitted when fever subsides. **All students must be fever free (temperature below 100 degrees) for 24 hours without the aid of fever medications prior to returning to school.**	Important to practice basic hygiene measures such as covering the mouth when coughing or sneezing, proper disposal of used tissues and frequent hand washing with warm water and soap. No sharing of glasses, straws, water bottles, eating utensils, etc.
Strep Throat and Scarlet Fever	Initial symptoms are fever, sore throat, often enlarged tender lymph nodes in neck. Scarlet fever (fine, red rash) occurs most commonly in association with pharyngitis and appears one to three days after onset of sore throat.	Excluded from school until 24 hours after treatment begins, readmit provided fever is absent.	Important to complete a full course of antibiotics. Practice proper hand washing.
Impetigo	Blisters on skin that open and become covered with yellowish crust; no fever.	Exclude from school until 24 hours after treatment begins.	Keep lesions covered while in school. Important to practice proper hand washing.
Ringworm (of the body and scalp)	Ringworm of the skin is a reddish, ring-like rash that is often itchy or flaky but may be moist and crusted and may burn; the central area often clears as it progresses. Ringworm of the scalp may leave scaly, balding patches with broken-off hairs that can slowly spread; raised pus-containing lesions develop occasionally.	Exclude from school until 24 hours after treatment begins and the lesions begin to shrink, unless lesions can be covered; a child need not be excluded if lesions can be covered.	Teach the importance of not sharing towels, clothing, combs, brushes, hair accessories, hats and coats. Practice proper hand washing. A veterinarian should evaluate pets with skin rashes.
Scabies	Scratching of small raised red bumps or blisters on skin; intense itching, especially at night.	Exclude from school until the day after the first scabicide treatment.	A physician must make a diagnosis of scabies.

VIII. RIGHTS AND RESPONSIBILITIES

Smoke Free Facility

State law prohibits the use of all tobacco products, including vapes, on school grounds, including school-owned or sponsored vehicles.

Mandatory Reporting

All school personnel are required by law to report any suspected child abuse or neglect directly to the Illinois Department of Children and Family Services. Any person required by law to report child abuse and neglect that willfully fails to report is guilty of a Class A misdemeanor. Students may be interviewed by DCFS personnel or other law enforcement personnel during the school day. The school will not notify parents if personnel from these agencies interview a child; however, outside agencies may contact parents at their discretion.

Conduct

All students, staff, and community members have the right to an environment that is safe and promotes education and respect. Each individual is expected to conduct themselves appropriately at all times.

Students are expected to behave in a manner that reflects favorably upon them and their school, shows consideration for fellow students, and creates a pleasant school environment. Children are expected to take responsibility for behaving properly.

Pursuant to Board Policy 7.190, the District reserves the right to apply disciplinary action whenever a student's conduct is reasonably related to school or school activities whether the students are on school property or off school property. Consequences for minor inappropriate behaviors may result in one or more of the following actions: withholding of privileges, disciplinary conference, seizure of contraband, counseling, parental involvement, referral to the Special Services team, temporary removal from the classroom, after-school detention, in-school suspension and/or suspension. Further discipline may be imposed for repeated or more serious offenses, up to and including out-of-school suspensions and expulsions. The Superintendent and building administrators may issue in-school and out-of-school suspensions.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary action shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a special breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this Handbook.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Present During Violation

A student present, but not participating when a violation is taking place, should remove him or herself and report the violation or he/she may be considered in violation also. This would include, but is not limited to, such occurrences as theft, vandalism, or bullying.

Cheating

Cheating by a student on schoolwork is not acceptable. Students who are determined to be involved in cheating could have their grades affected and/or referred to the office for additional disciplinary action.

False Fire Alarm

Our fire alarm is a safety device to protect our students in case of an actual emergency. Setting off a false fire alarm could result in suspension from school and possible expulsion.

Vandalism (Board Policy 7.170)

Parents are responsible for the cost of any vandalism committed by their child.

Search & Seizure (Board Policy (7.140)

In order to maintain safety, order and discipline in the schools, reasonable searches of students, their personal belongings, their assigned school lockers, desks, and other school property owned or controlled by the school, as well as personal effects left in those places and areas by students, without student notice or consent may be necessary. Students have no reasonable expectation of privacy in school property and equipment owned or controlled by the school including, but not limited to, lockers, desks, parking lots, or in any personal effects left in those places. The administration may search school property, including lockers, through the use of specially trained dogs to locate illegal substances. Searches with the use of specially trained dogs may be done with the assistance of law enforcement officials.

If a search produces evidence that the student has violated or is violating either the law or the District' policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Prevention of Bullying, Intimidation & Harassment (Board Policy 7.20)

Bullying is contrary to Illinois State Law and Board Policy 7.20 of the Sherrard Community Unit School District. No student shall be subjected to bullying:

1. during any school-sponsored education program or
2. while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities;
3. through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; or
4. through the transmission of information from an electronic device that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased or used by the school or district if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any non school-related activity, function, or program.

Bullying (per state law) means any repeated severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (cyberbullying), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. placing a student or students in reasonable fear of harm to the student's or students' person or property;
2. causing a substantially detrimental effect on the student's or students' physical or mental health;
3. substantially interfering with the student's or students' academic performance; or
4. substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

Students who engage in acts of bullying may be subject to discipline in accordance with the Board's general student discipline policy. Students who are victims of bullying also may be referred to the building level student support team for assistance including counseling or other supportive services from school or community agencies. Students who feel they have been bullied may communicate to the bully they expect the behavior to stop, if they are comfortable doing so. If the student is not comfortable or if the bullying does not stop, the student should tell a teacher, counselor, social worker, or principal.

The school will respond to reports of bullying in the following manner:

1. All reasonable efforts will be made to complete the investigation within 10 school days after the date of the report, taking into consideration additional relevant information received during the course of the investigation about the reported incident.
2. Appropriate school support personnel with knowledge, experience, and training on bullying prevention will be involved, as deemed appropriate.
3. School staff who receive reports of bullying will notify the principal or school administrator of the incident as soon as possible after the report is received.
4. Parents and guardians of students who are parties to the investigation will be informed regarding the findings of the investigation and actions taken to address the incident. Parents or guardians may request a meeting with the administrator.
5. Federal and Illinois laws and rules governing student privacy rights will be adhered to by administration in informing parents regarding an investigation.
6. Interventions may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychologist services, and community-based services.
7. No student will be subject to reprisal or retaliation against any person who reports an act of bullying. Consequences and appropriate remedial actions will be taken for a person who engages in reprisal or retaliation.

Consequences and appropriate remedial actions will be taken for a person who falsely accuses another as a means of retaliation or as a means of bullying.

If bullying is proven, discipline will be assigned per the administrator's discretion. This could be progressive in cases of repeated offenses.

School personnel shall monitor and identify students who exhibit behaviors that indicate a tendency toward aggressive behavior, including bullying. School personnel who identify students who have demonstrated behaviors that put them at risk for aggressive behavior should refer the student to the office (principal/guidance). The student's parents/guardians shall be advised of the referral to the office (principal/guidance) and any action taken by the team concerning the student.

Sexual Harassment

Pursuant to Board Policy 7:20, sexual harassment of students is prohibited. Sexual harassment is defined as follows: unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with one of the District's Complaint Managers, or the Building Administrator, the Guidance Counselor, the School Nurse, or the Superintendent.

An allegation that one student was sexually harassed by another student shall be referred to the Building Administrator for appropriate disciplinary action.

Police Questioning of Students

The school district will manage requests by police officials to interview students at school by:

- Recognizing individual student rights and privacy
- Minimizing potential disruption
- Fostering a cooperative relationship with public agencies and law enforcement
- Complying with state law

The school principal has the right to summon the police or other law enforcement officials to deal with a student regarding serious, school-related misconduct without prior consent. All attempts will be made to contact parents regarding law enforcement involvement due to misconduct.

Definition of Gross Disobedience or Misconduct

Pursuant to Board Policy 7:190, gross disobedience or misconduct may be grounds for out-of-school suspension or expulsion. These rules apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to, conduct occurring: (1) on, or within sight of, school grounds; (2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; (3) while traveling to or from school or a school activity, function, or event; or (4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.

Gross disobedience or misconduct shall include any conduct, behavior, or activity, which causes or may reasonably lead school authorities to forecast substantial disruption or material interference with school activities or the rights of others. It shall be further defined to include but is not limited to the following types of conduct, behavior or activity, or any other activity which may be prescribed by the school board from time to time:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
    b. Any anabolic steroid not administered under a physician's care and supervision.
    c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
    d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
    f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon as defined in Board Policy 7:190.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7.Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.

10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property, or another person's personal property.

11. Being absent without a recognized excuse; State Law and Board policy regarding truancy control will be used with chronic and habitual truants.

12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. Setting off a false fire alarm would be one example of such activity.

The term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Suspension (Board Policy 7.200)

Suspension from school is used rarely and then only to protect the educational opportunities of the other students in a school. Alternative, age-appropriate discipline measures will be considered at the preschool level to avoid the use of exclusionary discipline. The Superintendent and building administrators have the authority to suspend students who are found to be guilty of acts of gross disobedience or misconduct for a period not to exceed ten school days.

Procedures:

- The student shall be provided a due process meeting during which charges will be explained and the student will be given an opportunity to respond.
- Any suspension shall be reported immediately to the parent/guardian and Superintendent. A written notice of the suspension shall state the reasons, the school rule violation and a notice to parent(s) of their right to a review of the suspension.
- A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practical.
- The Superintendent and building administrators have the authority to suspend students who are found to be guilty of gross disobedience or misconduct for a period not to exceed ten school days.

For the following misbehaviors, the principal will determine the consequence, which could include suspension or recommending expulsion to the Superintendent and Board of Education. However, when there is gross disobedience or a violation of the general conduct expectations that is not covered by this Handbook, the Principal shall exercise a fair and just discipline.

1. Striking/battery of an authority figure or peer
2. Use/sale/distribution of unauthorized substances, such as drugs, tobacco, or alcohol (including look-alikes or paraphernalia associated with unauthorized substances)
3. Use/possession/control/transfer of a weapon.
4. Fighting
5. Using obscene language/gestures
6. Stealing
7. Vandalism
8. Refusal to cooperate

Expulsion (Board Policy 7.210)

When a student is expelled from school, he or she cannot attend classes or school events for the duration of the expulsion. This method of disciplining is recommended only in instances of extreme misconduct. Alternative, age-appropriate disciplinary measures will be considered at the preschool level to avoid the use of exclusionary discipline.

Only the Board of Education may expel a student, and an expulsion may last for up to two (2) years. The principal who suspends the student may, in addition, recommend to the Superintendent that the student be presented to the Board of Education for expulsion.

The student and parents/guardians will be provided written notice of an expulsion hearing. The expulsion notice will be sent by registered or certified mail. The expulsion notice shall contain the following information:
A. A statement of reason(s) for the proposed expulsion.
B. The potential maximum duration of the expulsion.
C. Time and place of expulsion hearing.
D. A statement of the parents' and/or guardians' right to be represented at the expulsion hearing by an attorney or other representative.
E. A statement of the parents' and/or guardians' rights and a copy of the expulsion hearing procedures.

The hearing officer of the Board will meet with the student's parents or guardian to discuss the student's behavior and the reason(s) for the expulsion request and make a recommendation to the Board. The Superintendent will notify the parents or guardians of the Board's decision.

A student who uses, possesses, distributes, purchases, or sells an explosive, firearm, or any other object that can reasonably be considered, or looks like, an explosive or firearm could be recommended by the administration to be expelled for a definite time period of at least one (1) calendar year, but no more than two (2) calendar years. The School Board, however, may modify the expulsion requirement on a case-by-case basis. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

IX. NOTIFICATIONS

Distribution of Literature

Community, educational, charitable, recreational, non-profit or similar groups may advertise events pertinent to students' interests or involvement. This may include displaying posters in areas reserved for community posters or having flyers distributed to students. All material and literature must be student-oriented and have the sponsoring organization's name prominently displayed. Persons wishing to distribute literature must receive prior approval from the Superintendent.

Asbestos Plan

Each of the K-6 buildings contains some form of asbestos. As a result, each building is required by law to have an asbestos management plan. The asbestos plans are stored in the school offices and are available to the public for review.

Pest and Weed Control

Under Illinois law, public schools must notify parents/ guardians and school employees at least 48 hours prior to any pesticide application on school property. Sherrard CUSD 200 has therefore established a registry of people who wish to be notified. To be included in this registry, please contact your child's school for placement on the registry. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The notification requirement extends to indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers, or deodorizers), insecticide baits, and rodenticides baits.

X. STUDENT RECORDS

Student Records

Federal and Illinois law, as well as the Board of Education's Student Records Policies 7:340 and administrative procedures, govern the maintenance of, access to, and release of student records. The Board Policy and procedures are available upon request from the Office of the Superintendent.

The District maintains both a permanent and temporary record for each student. The permanent record consists of basic identifying information concerning the student, his or her parents' names and addresses, the student's academic transcript, attendance record, accident reports, health record, [record of honors and awards received, information concerning participation in school sponsored activities and organizations,] and a record of release of this information. The temporary record consists of all other records maintained by the District concerning the student and which may individually identify the student. The temporary record must contain a record of release of information contained in the temporary record, scores received on the Illinois assessment tests, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, and information regarding an indicated report of child abuse.

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records, except as limited by the Policy or By Law. (Parents/guardians against whom an order of protection has been issued do not have any right to access or inspect their child's student records.) A student has the right to inspect or copy his or her permanent record. To review the student's record, a parent must make a written request to the District. The request will be granted within fifteen (15) school days after the date of receipt of the request. The District may charge a fee for copies of the record. This fee will be waived if the parent is unable to pay.

The District may be required to release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

(1) To a District or State Board of Education employee or official with a demonstrable educational or administrative interest in the student,

(2) To any person for the purpose of anonymous research, statistical reporting or planning,

(3) In an emergency situation, if necessary to protect people's health and safety,

(4) In connection with a student's application for or receipt of financial aid,

(5) During an audit or evaluation of federally-supported education programs,

(6) As allowed under the Serious Habitual Offender's Compensation Action Program,

(7) To a governmental agency for the investigation of a student's school attendance,

(8) If the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released,

(9) To accrediting organizations in order to carry out their accrediting functions, or

(10) To the Illinois Department of Healthcare and Family Services for purposes of school breakfast and lunch programs.

The District may also be required to release student records without parental consent to the following individuals or in the following circumstances, as long as parents/guardians are first notified of their right to inspect, copy or challenge the contents of the records to be released:

(1) to the records custodian of a school to which the student is transferring;

(2) pursuant to a court order (including subpoena);

(3) to any person as specifically required by law; or

(4) pursuant to a reciprocal reporting agreement, or to juvenile justice authorities when necessary to complete their official duties.

Any other release of information requires the prior written consent of the parent. The parent has the right to request a copy of any released records.

A parent also has the right to challenge or seek amendment to any entry in the student's school record, except for (1) grades; and (2) references to expulsions or out-of-school suspensions (if the challenge to expulsions or suspensions is made at the time of a student transfer). Parents may challenge or seek amendment to a student's school record by claiming that the record is inaccurate, irrelevant, improper, or violative of the student's privacy rights. *[The District's Student Records Policy and procedures provide for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record or entry, the parent must contact the Superintendent.]*

Board Policy also provides timelines for the destruction of student records. Parents will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for at least sixty (60) years after the student leaves the District. Temporary records are kept for at least five (5) years after the student leaves the District. The District reviews student records every four (4) years or when a student changes attendance centers to eliminate out-of-date, misleading, inaccurate, unnecessary, or irrelevant information. A parent has the right to copy any information contained in a student record that is proposed to be destroyed.

The law and Board Policy designate certain information as "Directory Information." Directory Information consists of identifying information, including the student's name, grade level, academic awards and honors, information relating to school-sponsored activities, organizations, and athletics, and his/her parent's names and general addresses. This information will be released to the general public from time to time by way of a school directory, a student yearbook, and a school or district newsletter. **If a parent wants to prohibit or limit the District's release of any or all of his/her child's Directory Information, the parent must inform the District in writing by August 30 of the current school year that information concerning his/her child should not be released, or that the parent desires that some or all of this information not be designated as Directory Information.**

Finally, no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the ISSRA or regulations.

If you believe the District has violated or is violating this policy, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights.

XI. STUDENT AND FAMILY PRIVACY RIGHTS

Privacy Rights

Federal and Illinois law and Board Policy afford parents (and students over the age of 18) certain rights regarding schools' conducting of surveys, collection and use of protected information or information for marketing purposes, administration of certain physical exams, and use of instructional materials. These include the following notice, inspection, and consent rights.

Instructional Material

Parents have a right to inspect any instructional material used as part of their child's educational curriculum. Parents should submit their written request for access to inspect to the Superintendent or Building Principal.

Third Party Surveys

Parents have a right to inspect every survey or evaluation created by someone outside the District that is intended to be administered to students in the District. Parents will be notified via [mail, newsletter, etc.] of any upcoming third party surveys and provided a reasonable period of time within which to request access to inspect the survey. Parents should submit their written request for access to inspect to the Superintendent or Principal.

Protected Information Surveys

Parents must be notified, and their consent must be obtained, before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"):

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Behavior or attitudes about sex;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom students have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the parents/guardians; or
8. Income (other than as required by law to determine program eligibility).

Parents will be notified via [mail, newsletter, etc.] of any upcoming protected information surveys and provided a reasonable period of time within which to request access to inspect the survey. Parents should submit their written request for access to inspect to the Superintendent or Principal.

Physical Exams or Screenings

Parents must be notified in writing prior to any non-emergency, invasive physical exam or screening required as a condition of attendance that is administered by the school or its agent, except for hearing, vision, or scoliosis screenings; any physical exam or screening permitted or required under State law or authorized by Board policy; or an evaluation administered in accordance with the Individuals with Disabilities Education Act (IDEA). Parents who object to the administration of any such exam or screening may opt their child out of the exam or screening by submitting a written request to the Principal or School Nurse at least one day prior to the scheduled date of administration.

Selling or marketing students' personal information is prohibited.