

CLARK ELEMENTARY SCHOOL



**Parent/Student Handbook
2025 - 2026**

Clark Elementary School

Dear Parent,

Welcome to Clark School. We hope that your child finds his or her years here enjoyable, stimulating, and productive. It is our goal to create an atmosphere which builds positive attitudes toward school and establish an eagerness to be a lifelong learner.

We have prepared this handbook so you will become more familiar with our school. You are invited and encouraged to play an active role in the education of your child. Your child's education is a partnership between home and school. It is important for parents to take an active interest in all aspects of school life. Not every person can come in to help, but every parent can encourage their child and work with them and us to develop their learning.

The staff values the support that we receive from parents. In order to prevent small concerns becoming major one's, early contact with the classroom teacher is advisable. Close communication can only nurture a strong working relationship between home and school. If you have any questions, please contact the school at 815-389-2311.

Sincerely,

Mr. Matthew Roer-Principal



Clark Elementary School Staff 2025-2026

Principal Mr. Matthew Roer
Secretary Mrs. Pamela Draper
Nurse Mrs. Meghan Kirichkow

Preschool Teachers

Miss Arvesen
Mrs. Strangman

Preschool Classroom Aides

Ms. Weber
Mrs. Alvarez
Ms. Marshall
Mr. Diaz

Kindergarten Teachers

Mrs. Anderson
Mrs. Laue
Mrs. Dooley
Mrs. Kurich

First Grade Teachers

Mrs. Guilbault
Mrs. Hagstrom
Mrs. Disch
Mrs. Wynstra

Special Ed. Aides

Ms. Martinez
Ms. Malmstrom
Ms. Malmstrom
Mrs. McCarty
Mrs. Scharlau

Specials

Mrs. Peterson-Physical Education
Mrs. Sheil-Art
Miss Dobson-Music

Support Staff

Ms. Sheena- Speech
Ms. Hanserd- Director of Services
Mrs. Smith-Social Work
Mrs. Phillips-Speech
Dr. Hill – Director of Psychology
Special Education
Mrs. Wells
Mrs. Walkey



Clark ELEMENTARY SCHOOL
Preschool, Kindergarten and First Grade

DAILY SCHEDULE

7:30	Office Opens
7:35-7:55	Breakfast
7:35	Students Arrive
7:35	Teachers Arrive
7:55	Students line up at designated entries
8:00	Bell Rings
8:05	Attendance & lunch count Home Room
8:10	Office Announcements
10:25 - 11:05	Kindergarten recess and lunch
11:15 - 11:55	First Grade recess and lunch
2:20	Instruction Ends
2:30	Student dismissal
3:15	Teacher dismissal
4:00	School office closes

PRESCHOOL DAILY SCHEDULE

8:00-10:30	AM Preschool class
12:00-2:30	PM Preschool class





SOUTH BELOIT PUBLIC SCHOOLS COMMUNITY UNIT
SCHOOL DISTRICT #320 WINNEBAGO COUNTY
CALENDAR 2021-2022

School Opens - Student's First Day – Wednesday, August 23, 2023

Closes – May 29, 2024 (Tentative)

August 18 & 19	Teacher Institute - Students Not in Attendance
August 20	First Student Day/First Quarter Begins
September 1	(X) Labor Day – NO SCHOOL
September 24 & 25	Parent/Teacher Conferences – 4 to 8 p.m. Early Dismissal Clark & RV @1:30
September 26	Teacher Institute Day – NO SCHOOL
October 13	(X) Columbus Day – NO SCHOOL
October 17	First Quarter Ends
October 20	Second Quarter Begins
October 24	First Quarter Report Card Sent Home
November 10	Veterans Day Observed- NO SCHOOL
November 26	Thanksgiving Break – NO SCHOOL
November 27	(X) Thanksgiving Day – NO SCHOOL
November 28	Thanksgiving Break – NO SCHOOL
December 19	Second Quarter Ends
December 22 - January 2	Winter Break – NO SCHOOL
December 25	(X) Christmas Day
January 1	(X) New Year's Day
January 5	School Resumes (Third Quarter Begins)
January 9	Second Quarter Report Card Sent Home
January 16	Teacher Institute – NO SCHOOL
January 19	(X) Martin Luther King Day – NO SCHOOL
February 4 & 5	Parent/Teacher Conferences – 4 to 8 p.m. Early Dismissal Clark & RV @1:30
February 6	NO SCHOOL
March 2	(X) Casimir Pulaski Day – NO SCHOOL
March 13	Third Quarter Ends
March 16	Fourth Quarter Begins

March 20	Third Quarter Report Card Sent Home
March 23 – March 27	Spring Break – NO SCHOOL
April 24	School Improvement Day – NO SCHOOL
May 25	Memorial Day - NO SCHOOL
May 28	Last Day of Pupil Attendance (Provided No Emergency Days Are Used) Last Day of Fourth Quarter Report Cards Handed Out

Tentative Ending Date of School is subject to the Number of Snow Day(s) used during this school year.

(X)=Legal Public School Holidays Students Not In Attendance





**General Rules and Procedures
For
Clark Elementary School**



This handbook may not answer all of your questions and may not solve all your problems. It is intended to serve as a guide. If you need help in answering specific questions, please ask your child's teacher, the office staff, or administration. We invite your opinions, too.

The provisions of this handbook are not considered an irrevocable contractual commitment between the school and the parent or student. The provisions reflect the status of the rules, practices, policies, and procedures as currently practiced.

The provisions of this handbook are subject to change. Students and/or parents will be notified of such changes.

ADMISSIONS

New Kindergarten students must be five years old on or before September 1 of the year in which they are enrolling. A physical, vision and dental examination are required when a student enters school for the first time. Immunization records must be complete and up-to-date before registration is complete. This information must be on file in the school office before the student begins their first day of school. Student's ages need to be verified by a certified "Certificate of Birth". The birth certificate from the hospital is not acceptable. Below is a list of the agencies where one may obtain a certified certificate of birth.

Rock County (Beloit):

Rock County Courthouse,

Rock County Register of Deeds Office

51 South Main Street

Janesville, Wisconsin 53545

(608) 757-5656

Winnebago County

Winnebago County Courthouse

404 Elm Street

Rockford, Illinois 61101

(815) 987-3050

Please note that physicals must be completed using the State form. These may be obtained either from the school or at any doctor's office located in Illinois.

Also, necessary to complete registration is proof of residence (two forms: ie. current utility bill, payroll stub, current phone bill), along with the child's social security number.

ARRIVAL, DISMISSAL AND BUILDING ENTRY

Students may arrive to school at 7:30 A.M. when breakfast begins. The regular school day starts at 8:00 A.M. When arriving for school in the morning, students are asked to enter the main doors at the front office entrance.

THE FRONT ENTRANCE OF THE SCHOOL IS THE ONLY ENTRANCE ALLOWED FOR STUDENT ARRIVAL. The circle drive located in the front of the building is meant for buses only. If you wish to walk your child into the building, please park in the parking lot located at the end of Oak Grove Avenue. You can then use the walkway to access the main entrance of the building.

If you wish to drop your child off, please drop them off on Oak Grove Ave. at the front of the school. They can then access the walkway to enter the school. **STUDENTS WILL NOT BE PERMITTED TO BE DROPPED OFF IN THE STAFF PARKING LOT.** Parents are not to park their vehicles in the west parking lot since this area is reserved for staff parking only.

On days when the weather is bad, students will be sent to the gym to wait for the 8:00 bell. Doors will be locked at 8:00 A.M. Any student who comes after this time will have to enter through the main entrance and BE signed in at the office by parent/guardian.

ATTENDANCE

When your child is absent from school, he/she misses more than the day's lessons. Class discussions can be just as valuable.

If your child is truly sick, he/she should stay home, of course, but missing school for any other reason can become a bad habit. Studies show that kids who have poor attendance in the elementary years are much more likely to drop out of high school later. You can show your child how important you think good attendance is. Please attempt to schedule doctor's appointments, haircuts, shopping, and family vacations after school hours. If parents choose to vacation during the school year, work will be made up upon the student's return. This allows teachers to compile missed work as the class completes it. It is very difficult for the teacher to project what will be accomplished in advance. It is encouraged that student not be taken out of school for vacations. Classroom discussion cannot be made up.

If your child must stay home due to illness, ask the school if assignments can be sent home. Keeping up with schoolwork will make things easier when he/she returns. Finally, remind your child that going to school is their number one job!

Absence

When a child must be absent from school a parent or guardian should call the Clark Office at 815-389-2311 by 9:00 AM reporting and providing a reason for the absence.

Students absent from school 3 or more continuous days due to illness, are required to submit a doctor's release form to the school. A note from a doctor will be required for any absences after ten consecutive days of absence.



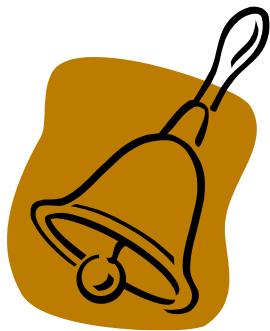
The building Principal should approve anticipated absences in advance. Both the Principal and the teacher should be notified of an extended absence of at least one week in advance, when possible.

In all cases, the Principal reserves the right to determine whether the absence is to be excused or unexcused.

Doctor or dental appointments require a slip signed by the doctor or office nurse upon returning. All other appointments should be arranged outside of school hours.

When students arrive late for school the parent must sign in their child at the office. Likewise, if students leave early from school, the parent should wait in the office and sign their child out before leaving school.

Tardiness



Each student is expected to be in school on time. Excessive tardiness will be reported to the Regional Office of Attendance. Please note that if your child is more than 40 minutes late in the morning or leaves more than 40 minutes early in the afternoon, he or she will be marked absent for ½ day. This includes kindergarten.

Unexcused Absence

An unexcused absence is for reasons not meeting the requirements of the excused absence provision. For unexcused absences, no credit shall be granted for any make up work unless the Principal grants specific authorization. Some reasons for absences that are unexcused according to the state and/or social regulations are as follows: (This is not an exclusive list.)

- hair appointments
- car trouble
- baby-sitting
- missing the bus
- shopping
- oversleeping
- trips not approved
- absence not verified by parent
- birthdays
- leaving school without permission

Activity Attendance

Students must attend the entire school day in order to participate in an activity during that same day or night. Doctor or dentist appointments will be considered an excuse from this rule.

TRUANCY

A student absent without the consent of his/her parents and school (ie; unexcused absences) is truant. You are truant if you: Leave school without signing out in the office are absent from class without permission (skipping).

Chronic truancy or unexcused absences will be referred to the Regional Attendance Center of Boone/Winnebago Counties. The Center will take its own action to resolve the truancy problem.

CHANGE OF ADDRESS

It is very important for emergency and administrative reasons, that every student has an up-to-date address record at the school office. Notify the school immediately if any changes

such as change of address, phone, or place of employment have been made since the beginning of the school year. It is essential that emergency numbers be on file at the school in case of emergency.

CONDUCT

The school provides an orderly and friendly environment for learning to take place. Students at all times and in all school settings should conduct themselves as responsible persons in the school community. They should respect the rights and feelings of fellow students, behave in ways which assure safety to both themselves and others, follow all school rules, and cooperate fully with all adult supervisors.

Teachers and parents should stress good manners and courtesy as being a necessary ingredient to good safety. Good safety practices are learned. Your help in transmitting these rules could help to prevent accidents and will be appreciated.

PRIMARY ASSUMPTIONS

1. Acceptable behavior is necessary to create mature and responsible individuals.
2. Good school discipline results in conditions favorable to effective learning.
3. High personal standards of courtesy, decency, morality, language, honesty, and relationships with others need to be maintained. Respect for property, pride in one's work, and achieving to one's ability is expected of all students.
4. Every student who demonstrates a sincere desire to be in attendance and to profit from the school's educational program will be given every opportunity to do so. They will be helped in every possible way to achieve success to the extent of his/her ability.

BASIC SCHOOL RULES

We expect Clark students to act in the following manner...

1. Follow directions and class procedures
2. Be honest
3. Exhibit conduct that is courteous to others
4. Show respect toward students, adults, and staff
5. Act and play in a safe manner
6. Help maintain and protect the property of the school or other persons.

The following items are not allowed in school: Gum or candy, matches, cigarettes, radios, portable CD players, iPods, walkie-talkies, squirt guns, knives, skate boards, roller skates or roller blades, toys of any kind, toy guns, or any item considered to be dangerous or unsafe for students to play with. Look-alike weapons are also not allowed in school.

The classroom provides the environment where students spend most of their learning time at school. Teachers are responsible for establishing their individual classroom rules and they are also responsible for providing students with appropriate instructions. Students are

expected to be responsible, attentive, and cooperative. They must remember that only through their own genuine efforts can they make academic progress. Students have a further responsibility not to interfere with the opportunities of other students to learn.

In case of student suspension, there are several “Due Process” requirements that will be observed:

- The student will be given notice of the charges and evidence leading up to the suspension.
- The student will be given the opportunity to tell his/her side of the story.
- The student’s parents will be notified by phone and written statement.

The written statement will indicate the violation(s), the length of the suspension, and indication of the right to and the procedure for appeal of the suspension to the district’s hearing officer.

CONFERENCE (PARENT-TEACHER)

Parent teacher conferences will be held during the first and third quarters (grading periods). A notice will be provided in advance of the schedule. These conference times, if spent wisely, can be very valuable to your child’s overall program.

Teachers can do a much better job with students if they can share their understanding of the students directly with the parent. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

DRESS CODE

Students are to be appropriately and fully dressed. Half shirts, muscle shirts, halter-tops, tube tops that are considered revealing clothing is not permissible. Underwear will not be able to be seen when bending, stretching, or movement. Headwear is not to be worn inside the building. Bandannas on the head are not permitted at all on school grounds. Imprinted clothing with sexual, profane, drug related, alcohol/liquor advertisements, illegal sayings or symbols is not allowed. Only in cases of heating problems may coats or jackets be allowed to be worn in the classroom. Any clothing, which might cause a disturbance, at the Principal’s discretion, will not be allowed.

Students violating dress rules are sent to the office. If needed, parents are contacted and asked to bring suitable clothing for the student. Subsequent violations will be addressed with disciplinary action.

EMERGENCY DRILLS

The signal for a severe weather drill is sent via the P.A. or bell system. Evacuation plans are posted in each room. As directed by the staff, students should evacuate to a designated area in a quiet and safe manner.

Fire drills are held according to the provisions of the state law and conducted at regular intervals. The signal is a continuous blast of the fire buzzer.

A lock-down drill warning is sent via the P.A. system. Emergency lock-down plans are posted in each room. Teachers are trained appropriate procedures.

Students are to stay with their class and not leave the school grounds or go home during a drill. Return directly to the classroom area you came from when the all clear is sounded.

All of these drills are State requirements. They are meant to keep your child safe from harm in the event that any of these situations arise.

GUARDIANSHIP

In all cases where a child is not living with natural or custodial parent(s), the acting guardian must provide us with a legal guardian certificate that certifies that s/he is the legal guardian. This document must be a court order signed by a judge.

LOST AND FOUND

All clothing found on the school grounds, regardless of its value, is placed in the lost and found box. Money, jewelry, or any other articles of value are turned into the office. Students may claim them after proper identification. We encourage you to mark your child's belongings, including clothing. By doing so, the owner of the items can be readily found.

LUNCH HOUR

When eating lunch at school:

- Students are to eat in the gym.
- Students are to place all waste materials in provided waste containers and recyclables placed in designated areas.
- Students in the building are to remain in supervised areas with teacher or aide.



LUNCHROOM RULES

The following rules are observed in the gym and building during lunch hour:

1. Walk! Don't Run!
2. All refuse must be placed in wastebaskets when students finish eating.
3. No students are to "cut" into lines.
4. Dismissals will be by table when the table and adjacent floor are tidy.
5. Students may not leave the lunchroom without permission.



MEDICATION

Non-Prescription and Prescription use at school

The physician is to provide the school with a written order.

The parent/guardian is to provide the school with a written request authorizing the administration of the medication at school. The approved form is available in the school office.

Medication is to be in a properly labeled container from a pharmacist or physician, or for over-the-counter medication, in its original container. You may request a duplicate container for school from your pharmacist.

All medicines will be stored by the school district. (No student will be allowed to carry or

store medication unless there is a medical necessity as indicated by a licensed physician.)

Upon arrival at school all medication must be given to the school nurse, or when she is not available, the school secretary or principal.

All medications will be counted to verify total number of pills delivered to the school office for storage.

Student must report to nurse/office to obtain medication.

The school nurses or administrator will administer or supervise administration of the drug only if the above requirements are met.

Any medication not used or container not claimed will be discarded at the end of the school year.

The school will retain the discretion to reject requests for medication.

Cough drops must have a note from parent/guardian for permission to use and cannot be shared with other students.

Illness or Injury

Students may ask permission from teachers to go to the nurse's office any time they are not feeling well or have been injured. If the nurse is not in, the student should report to the school secretary.

In case of illness or injury, the school nurse or a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents and/or 911 will be contacted.



Infectious Diseases

The School District will follow guidelines for communicable diseases written by the Public Health Department, as per district policy.

It is encouraged your student not attend school within 24 hours of fever, vomiting and/or diarrhea symptoms.

Physical Exams/Immunizations

Parents can assure their child's effectiveness in school by providing good nutrition, adequate rest, cleanliness, medical and dental care. It is imperative that your child's immunization be kept up-to-date as recommended by your family physician. A preschool and kindergarten physical and dental exam are required. Dental exams are due by May 15th. Physicals and immunizations must be up to date by October 15th. If appointment is not scheduled by then, your student will be excluded from school until it has been scheduled and completed. Additional physical exams are required for new enrollees. New students to the District have 30 days after registration to comply with this requirement. After this time, students not possessing up to date immunization records will be asked to leave school until the proof can be provided.

Head Lice

If suspected, the school nurse will examine a student and notify the parent/guardian if head lice have been identified. Students may be excused from school at the discretion of the parent/guardian. Absences greater than the initial day will be unexcused. Education and information will be provided for treatment and prevention of head lice. It is encouraged that

the student be treated before returning to school.

Asthma Action Plan

Illinois Public Act 099-0843 requires schools to request an Asthma Action Plan (AAP) from parents of students with asthma. The asthma action plan must be written by a doctor, kept on file in the office of the School Nurse, and be updated annually. This requirement takes effect on January 1, 2017.

If you currently have an asthma action plan on file for your child, no further action is needed for this year. If your child has asthma and does not have an Asthma Action Plan, please provide a plan to the School Nurse at your child's school

Vision/Hearing Screening

The South Beloit CUSD #320 will complete vision and hearing screening for Pre-Kindergarten, Kindergarten, Grades 1, 2, 3, 4, 5, and 8 referrals from parents and/or teachers, special education students, and all new students during the first quarter of each school year. If your child is absent or new to the district following the mass screening date, screening will occur at a later date during the remainder of the school year. Vision and hearing screening is not an option and your child in the above-mentioned categories will be screened. To have your child removed from the screening group, please submit a completed examination report if your child has completed an eye examination within the past 12 months. Examination forms can be obtained from your school office or the school district website at www.sb320.org.

PLAYGROUND RULES

While on the playground, students are expected to:

Use the restroom before going to lunch/playground.

Dress properly for the weather.

Play safely: no behavior that endangers others.

Play softball only, no hardball.

Have NO dangerous objects or substances.

Use playground equipment as it is designed to be used:

Swing sets - one student at a time on a swing, sitting only on swing, no standing or lying upon; no run through or "underdogs"; no side to side swinging or leg hooking between swings ("spidering"); no jumping off swing while in motion.



(PLAYGROUND RULES CONT.)

Bystanders should stay well away from the swing area while swings are in use (including students waiting turns). No tag or running in area.

Parallel (overhead) or "monkey" bars; no pulling at student hanging from the bars, no prying or pounding of the fingers/hands of students hanging from bars; no sitting on top of equipment that is meant for climbing, hanging, or moving hand over hand.

Avoid playing games of "keep away", chicken, play fighting, "horseback riding," body slamming, etc.

Avoid fights (verbal/physical).

Make a playground supervisor aware of any problems immediately.

Clearly mark boundaries for all field games such as soccer and football.

Select teams fairly.

Do not pick-up, throw or kick snow/ice.

Students may bring their own safe toys (equipment): jump ropes, kick or footballs, “Nerf” items, etc. Items brought from home must be clearly labeled with child’s name.

Students will be inside for recess when the temperature or wind chill is below 10 degrees at Riverview, 15 degrees at Clark, or it is too wet to play outside.

STUDY SKILLS

A parent can help his/her child be aware of skills and techniques, which make learning easier and more enjoyable. The following are guidelines for achieving good study habits:

1. Come to class prepared! (Paper, pencil and other necessary materials)
2. Be an active participant in class. Listen well and respond when given a chance.
3. Ask questions when you don’t understand.
4. Plan your day and schedule time for homework and studying.
5. Use what is learned; apply it to situations at home or at play.
6. Strive to do the very best work possible.



TELEPHONES

In case of necessity, the office delivers telephone messages. Students will not be called from class unless it is an emergency. Office phones are for school business use. Students are not allowed to use the phone to make personal arrangements.

VALUABLES

Students are cautioned not to bring large amounts of money or valuables to school. Students are responsible for their personal property.

Trading cards (i.e. Pokémon, baseball) or toys should not be brought to school for trading or selling purposes on school grounds. These items should remain in the student’s book bag. The school accepts no responsibility for loss or theft of items.

WITHDRAWAL FROM SCHOOL

Students who will be transferring out of our school district during the school year are asked to notify their teachers and the office as far in advance as possible. On the last day of attendance, texts and school owned supplies must be returned and any fines paid in full.

Visitors must sign in and pick up a visitor pass from the office prior to visiting their child’s classroom.

Parents need to come in to the school office prior to withdrawal to:

- Fill out paperwork relating to a student transfer;
- Settle any fines relating to battered or missing books or school material.

South Beloit School District Policies

SOUTH BELOIT SCHOOLS EDUCATIONAL BELIEFS

WE BELIEVE:

- **In high expectations that challenge all students to learn.**
- **In providing an environment that inspires, motivates and nurtures.**
- **Every person deserves to be treated with respect.**
- **In providing interactive learning experiences that challenge each student.**
- **In open communication within the school community.**
- **In a safe and healthy learning environment.**
- **In making the best use of our financial resources.**
- **Education is a continuous process needing community commitment.**

NOTICE OF NONDISCRIMINATION

Clark Elementary assures equal educational opportunities are offered to students regardless of race, color, national origin, age, sex, religion or disability in accordance with section 504 of the Rehabilitation Act of 1973, and Title IX of the Educational Amendments of 1972. Questions in reference to educational opportunities may be directed to the Principal of the individual schools.

TITLE IX: CIVIL RIGHTS

All curriculum courses and vocational education opportunities are offered without regard to race, color, national origin, sex or disability.

PESTICIDE TREATMENTS

Non-chemical and approved non-toxic baits and sprays will be used in the school building on a regular basis throughout the school year. A list of spraying dates is included with registration materials and can be obtained at any school building.

ASBESTOS

The South Beloit School District had initial building inspections for asbestos in 1988, performed by C.W. Bradley, architects. Since that time, the management of asbestos is continually monitored and in many cases has been removed or encapsulated. Ideal Environmental Engineering, Inc. from Bloomington, IL currently monitors this management plan. These management plans are available for public review at any time by contacting the District office and making an appointment to review them.

SCHOOL CITIZENSHIP

We expect student conduct to be such as to contribute to a productive learning climate. Individual rights are to be honored and protected; however, the rights of one individual

shall not take precedence over those of another individual or the group itself, and all students shall have equal rights and equal responsibilities on school property.

SCHOOL BOARD

POWER AND DUTIES OF THE SCHOOL BOARD

The powers and duties of the school board generally include:

1. Formulating, adopting, and modifying District policies, at its sole discretion, subject only to mandatory collective bargaining agreements;
2. Employing a superintendent and other personnel, determining their compensation, and dismissing personnel;
3. Approving the annual budget, tax levies, major expenditures, and payment of obligations, annual audit, and other aspects of the District's financial operation;
4. Letting contracts utilizing the public bidding procedure when required;
5. Providing, constructing, controlling, supervising, and maintaining adequate physical facilities;
6. Approving the curriculum, textbooks, and educational services;
7. Evaluating the educational program;
8. Establishing student discipline policies and expelling students;
9. Establishing attendance units within the district and assigning students to the schools;
10. Establishing the school year;
11. Visiting and inspecting the District's schools;
12. Providing student transportation services;
13. Entering into joint agreements with other school boards to establish cooperative educational programs or provide educational facilities; and
14. Communicating the school's activities and operations to the community and representing the needs and desires of the community in educational matters.

DEFINITIONS

GROSS MISCONDUCT

Specifically, gross misconduct is defined as "willful and malicious acts, which seriously disrupt the educational environment." Such acts include, but are not limited to: tobacco, possession or use of alcoholic beverages; possessions or use of illegal drugs; arson; possession of fireworks or explosives; inciting others to violence or disruption; physical attack or threat of physical attack; bullying; sexual harassment; ethnic, racial, or religious remarks; use or distribution of a controlled or dangerous substance; distribution of unauthorized print material; possession or use of weapons; shakedown or strong-arm tactics, gang activities which includes clothing, signing, drawings, etc.; vandalism or destruction of property, fighting and theft. Gross misconduct will result in disciplinary action in the form of detention, optional educational placement, suspension and/or recommendation to expel.

INSUBORDINATION

Specifically, insubordination is defined as “refusal to follow classroom or school rules, complete class work or refusal to follow a direct order from a teacher or administrator or staff person.” Such acts include, but are not limited to: talking back to staff members in a disrespectful manner, refusal to work in class, persistent talking to other students in class, or not following directions. Insubordination will result in disciplinary action in the form of detention, optional educational placement, suspension and/or recommendation to expel.

PERSISTENT DISOBEDIENCE

Specifically, persistent disobedience is defined as “willful acts, which also have a disruptive effect when they are repeated over a period of time”. Such acts include, but are not limited to: continued class disruption, disrespect, false reports, forgery, gambling, loitering, smoking, and excessive tardiness. Persistent disobedience will result in disciplinary action in the form of detention, optional educational placement, suspension and/or recommendation to the Board of Education to expel.

INFORMAL DISCIPLINARY ACTIONS

The South Beloit School Board recognizes both informal and formal disciplinary actions for student’s disruptors. Therefore, the Board advises teachers and administrators to use a variety of informal disciplinary/guidance steps in order to correct a conduct violation before taking formal disciplinary action through suspension and/or expulsion.

These include, but are not limited to:

- Teacher-Student conference
- Teacher-Parent conference
- Administrator-Student conference
- Administrator-Parent-Student conference
- Social Worker-Community Service Agencies
- Suggested referrals to the parents if possible Student Assistance Program for appropriate intervention
- Individual behavior contract
- Individual learning contracts
- Alternative learning centers & modified schedules

While the Board has advised the administration and staff to use a variety of steps, it recognizes that some acts of disruption and disobedience can result in immediate suspension or upon due process, expulsion from school. The parent is then expected to find other school options for their child.

FORMAL DISCIPLINARY ACTION

DETENTION

Student misbehavior, will in most cases be answered first with a call to parents and then - if the misbehavior persists - with a lunch detention.

Detentions may be held daily during lunch, recess or after school. Students should bring pencil, paper, and books. Students causing problems or not following instructions during detention will face further consequences, ranging from additional detentions to suspension.

If a student fails to report for a detention, they will be issued an additional detention. If the student fails to report for two detentions in one week, or a student receives three detentions in a one-week period, they may, at the discretion of the building principal, be issued a suspension.

Optional Educational Placement (OEP)

A student placed in optional educational placement will be placed in a supervised area for the school day or assigned portion thereof. Students in OEP will not be allowed to mix with the rest of the student body during the day. Students on OEP will not be allowed to participate in extracurricular activities occurring the day of the OEP. A full day in OEP shall be from 8:00 a.m. to 2:30 p.m, or equivalent, if the school day is scheduled otherwise.

Teachers will provide assignments and instructions during their preparation period. Work assigned while in the OEP must be completed the same as if the student was in class. OEP work will receive full credit.

Misbehavior and failure to do work while in OEP will be deemed gross misconduct resulting in an appropriate disciplinary action from the building Principal and a required conference between parent, student and administrator.

1. OEP has a specific rule sheet that must be followed.
2. An Administrator and/or the counselor/social worker or Principal designee will meet with the student prior to reporting to OEP.
3. A student not cooperative with this method of discipline will receive a charge of gross misconduct resulting in a suspension and required conference between parent, student and administrator.

SUSPENSION

Suspensions will be served out of school. Suspensions are given at the Principal's discretion for severe or persistent misbehavior, continued harassment and/or an attempt to inflict injury onto another person. If your child is suspended, you must conference in person with the Principal and other staff who were directly involved before your child can be readmitted.

Procedures for suspension are as follows:

1. The student is given oral or written notice of the charges of misbehavior.
2. If the charges are denied, the student will be furnished with an explanation of the incidents and evidence.
3. The student is given a chance to present his/her side of the story, to be recorded and filed with the suspension records.
4. Parent(s) are notified by telephone (if possible) of the suspension and reasons.
5. Once suspended, the student and parent/guardian will receive written notice of the following:
 - a.) Reason for suspension and the rule(s) violated.
 - b.) Procedures required of student and parent/guardian for reinstatement.

- c.) Beginning and ending dates of the suspension (Code 4-33.5).
- d.) A request for a review hearing needs to be submitted in writing to the Principal within 2 school days after receiving the suspension notice. The hearing will then take place within 2 school days after the school receives the request or on a date mutually agreeable to both parties.
- e.) A parent signature will be required upon receipt of the suspension notice.
- f.) Students will be allowed to make up class work.

Family members or a guardian may pick up daily assignments and textbooks in the office any time after 12:00 p.m. until 4:00 p.m. If assignments are turned in on time, full credit for those assignments can be earned. Tests may be made up by arrangement with the teacher when the child resumes attendance. Parents need to notify the school that they will be picking up their child's schoolwork by noon each day of the suspension.

During a suspension, the child may not be on the school grounds.

Suspension removes the privilege of attending school and school-sponsored activities and a direct meeting between parent and school officials must occur.

Suspensions run until 8:00 a.m. of the school day following the last day of suspension.

Records regarding suspension are destroyed after a year's time has elapsed.

A student who receives more than two suspensions in a given school year can and may be referred to the School Board for an expulsion hearing, depending on the nature of the misbehavior or its persistence.

EXPULSION

Expulsion is the exclusion of a student from school for a period of time greater than 10 school days, but for no longer than two school years.

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action, as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take action, as it finds appropriate.

SPECIFIC BEHAVIORAL AREAS OF CONCERN

CONTROLLED SUBSTANCES

Alcoholic Beverages, Narcotics, Stimulants, Look-A-Like Drugs; Tobacco. The use of

alcoholic beverages and controlled or look-alike drugs by minors is illegal in the State of Illinois and is not permitted on school buses, school grounds, property, or buildings or at any school sponsored and related activities. Students who are under the influence will be treated in the same manner as though they had controlled substances in their possession. Involvement with any substance represented as drugs may/may not result in immediate suspension of up to ten days, and an expulsion hearing may/may not be requested.

Any student possessing or using tobacco materials on school premises during the school day or at a sponsored activity can be suspended from school.

CORPORAL PUNISHMENT

The use of corporal punishment is not condoned by the school district. Corporal punishment is defined as inflicting physical hurt to punish the child for misconduct.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

No student may intentionally cause or try to cause damage or destruction to school property including but not limited to: (computers, lockers, books, desks, writing or marking on walls, or in restrooms, or to steal or try to steal school property etc...).

DAMAGE OR DESTRUCTION OF PRIVATE PROPERTY

A student may not intentionally cause or try to cause damage to private property, or to steal or try to steal private property, either on the school grounds, or during a school-sponsored activity.

DEFIANCE OF AUTHORITY

Students who show disrespect towards district employees by talking back or refusing to follow simple requests may receive a detention, an OEP, an out-of-school suspension, or be denied the right to attend school sponsored activities, depending on the intensity of the defiance. The use of profane language will add to the severity of the disciplinary action.

No person, acting for a student, may use any form of violence or abusive language to a teacher, school administrator, other school personnel or student, or cause damage to be inflicted upon their property. Violators will be escorted off school property and refused admittance to the school until they have met with a district representative to resolve the issues that underlie the problem.

GANGS

No Students may:

- Use, distribute or display clothing, jewelry or insignias, which maybe evidence of membership or affiliation with any gang.
- Commit any act, speech or gestures showing association with a gang.
- Use any speech or commit any act to promote the interest of any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership in a gang;
 - b. Requesting any other person to pay protection or otherwise intimidating him/her;
 - c. Committing any other illegal act or other violation of school district policies;

- d. Inciting other students to act with physical violence upon another person.

HARASSMENT OR DISCRIMINATION

A student will not cause a disruption or interfere with the rights of any student or staff members through insults, taunts, or discriminatory conduct based on race, color, national origin, age, sex, religion or disability. Such behavior will result in disciplinary action beginning with detention.

SEXUAL HARASSMENT

A Sexual Harassment of/by student is prohibited. An employee, District agent, or student engages in sexual harassment whenever he or she makes sexual advances, touches another inappropriately, requests sexual favors, and engages in other verbal or physical conduct of sexual or sex-based nature, imposed on the basis of sex that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student educational environment;
 - b. Creating an intimidating, hostile or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the building Principal, school social worker, school nurse, or classroom teacher or an adult in the building that they feel most comfortable talking to about these issues. Complaints will be kept confidential to the extent possible, given the need to investigate. Students who make good faith complaints will not be disciplined.

THREATS

Threats and intimidation (strong-arming, etc.) are mentioned throughout this behavior and discipline section. The school staff takes and treats all threats seriously and responds with disciplinary action.

WEAPONS AND DANGEROUS INSTRUMENTS OR SUBSTANCES

No student may possess on school premises, or off the school grounds at any school activity; lighters, matches, fireworks, knives, guns, or other dangerous objects (including laser pens) that can reasonably be considered a weapon. Weapons will be confiscated and not returned. Parents will be notified of the confiscation and may be required to remove their student from the school grounds and or school activity.

CANCELLATION OF SCHOOL

In the event of severe weather or mechanical breakdown, school may be closed or starting time delayed. Such events will be announced on:

RADIO STATIONS:

WBEL 1380AM WGEZ 1490AM WZOK 97.5FM WXXQ 98.5FM
WXRX 104.9FM WNIU 89.5FM

TV STATIONS:

WIFR 23 WREX 13 WTOV 17

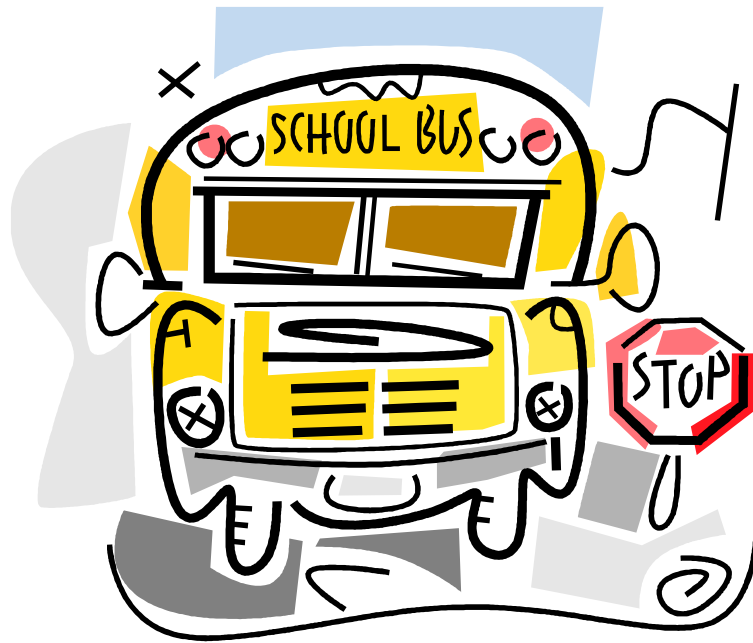
SCHOOL BUS PRIVILEGES

Students shall be provided school bus transportation as specified by the Illinois State Board of Education. In general, students living 1.5 miles or more from school will be provided transportation to and from school for the purpose of instruction. Transportation for extracurricular activities is not mandated. Students may be suspended or lose their privilege to ride the school bus for disobedience or gross misconduct.

SCHOOL BUS RULES:

1. Be on time.
2. Always obey the driver and treat the driver with courtesy and respect.
3. Stand back from the curb at least 10 feet until the bus stops.
4. Stay in your seat while the bus is in motion.
5. No eating or drinking on the bus.
6. Do not yell, shout, or make loud noises on the bus.
7. No fighting, pushing or shoving.
8. No vandalism to the bus.
9. Keep the center aisle clear.
10. Keep arms, hands, and head inside the bus, and to yourself.
11. Always cross at least 10 feet in front of the bus.
12. Never crawl under a school bus.
13. Riding the school bus is a privilege. All school rules must also be followed on the bus.

It is not possible to write a code of conduct in such detail as to anticipate every type of conduct that could possibly occur. Therefore, the administration reserves the right to add to or delete from this code, as situations require. Unless mandated by emergency, students, staff and parents shall receive notification of such changes.



FEES

The district reserves the right to charge for the rental or purchase of textbooks. Registration and textbook fees will be waived/reduced for students qualifying for free or reduced registration. Fees are due at the time of registration. Students/parents are responsible for the costs of a replacement book.

FOOD SERVICE

A breakfast and a lunch meal are served each day. The menu will be sent home monthly. The menu is also posted on the district website, outside the kitchen and in the office.

GUARDIANSHIP

In all cases where a child is not living with natural or custodial parent(s), the acting guardian must provide us with a legal guardian certificate that certifies that s/he is the legal guardian. This document must be a court order signed by a judge.

PHYSICALS

Physicals are required of all beginning children in any grade, who are new in Illinois for this school year. Doctor's offices have the report form to give the school. If you wish, you may pick up a form for physicals in our office during business hours. Any new student to the South Beloit School District has thirty days to provide a physical. The same is true for deficient immunization records. Physical Exams and immunizations must meet the school code of Illinois (sec. 27-8).

PROMOTION AND RETENTION (GRADES K-6)

In general, children are placed at the grade level to which they are best adjusted academically, socially, and emotionally. The education program provides for the continuous progress of children from grade to grade, with children typically spending one year in each grade.

Retention of a grade may be considered when:

1. The child is achieving significantly below their ability and grade level.
2. Retention would not cause undue social and emotional adjustment.
3. An educational plan is developed for the next school year to avoid retention in the future.
4. The child scores below grade level on the ISAT State Test or the district's local reading assessment.

Whenever such retention is being considered, the parents/guardians are invited to a conference with the teacher; principal, and appropriate support staff no later than the end of the third quarter. Discussion includes an explanation to the parents of their child's current academic standing, in relation to the class group and his/her own individual ability. Goals will be established for the third quarter. During the fourth quarter, another meeting is held to review the student's goals and progress. In light of this review, the principal, teacher, and parents make the final decision regarding retention jointly. Only in unusual circumstances will a child be retained more than once.

STUDENT ACCEPTABLE USE OF TECHNOLOGY AND NETWORKS

Students are subject to the terms and conditions outlined in School Board Policy 6:235 and all related administrative procedures and exhibits. The Administrative Procedures listed below (6:235AP1) are provided for student and parent convenience. Both Parents and students must also sign the Authorization for Electronic Network Access Form (6:235 AP1-E1) in order to comply with this policy.

School Board Policy 6:235-AP1**Administrative Procedure - Acceptable Use of Electronic Networks**

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

Acceptable Use - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;

- c. Downloading of copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
-
- n. Use of network for, or in support of any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she must immediately disclose the inadvertent access to a teacher or an administrator. Other authorized users should report incidences to the network administrator. This will protect the user against allegations of intentionally violating this policy.
 - o. Use of the network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyberstalking) another individual.
 - p. Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to a student's grades and test scores.
 - q. Any form of unauthorized access, as stated above or otherwise.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-

deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security – All student authorized users are to report promptly any violations of this policy to their teacher or building principal. Teachers or building principals will report such violations to the System Administrator or designee of the Superintendent in order to ensure network security.

In order to maintain the security of the system, authorized users are prohibited from engaging in the following actions:

- a. Use of any unauthorized personal equipment attached, connected, and/or installed to district network.
- b. Intentionally disrupting the use of the network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
- c. Disclosing the contents or existence of computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.
- d. Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web pages must provide system administrators or Building Principal with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email - The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students, staff members and school board members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student, staff member or school board member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or brought to the attention of the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- e. Use of the School District’s emails system constitutes consent to these regulations.

Online Activities

- a. Educational Purposes
Authorized users may create webpages as a part of a class activity. Material presented on a class website must meet the educational objectives of the class

activity. The District has the right to exercise control over the content and/or style of the student webpages.

Only those students whose parent(s) or guardian(s) have completed the Authorization for Electronic Network Access Form Permission for Publication section may post their work or picture on student or school websites. Students whose work, likeness (as captured by photograph, video or other media) or voices are presented on a student website shall be identified by first name only for confidentiality and safety purposes.

b. Electronic Social Networking

While home-based web sites, message boards, blogs, forums, and other uses of home-based computers may be regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

Using a non-district computer, either during or outside of the regular school day, such that the use results in material and/or substantial disruption to the school will constitute grounds to investigate whether the use violates applicable law (see *Greenfield BOE vs Boucher*, 1998) or district rules. Should such misuse be found, the school will implement appropriate consequences as defined in the acceptable use policy and the student discipline code. As district network use is a privilege, such violations may result in suspension of use of district network or other technology for a period of time based upon the seriousness of the offense's impact or a threat's ability to have caused material and/or substantial disruption were it carried out.

Monitoring

The District network is routinely monitored to maintain the efficiency of the system.

Authorized users should be aware that use of network resources, including their use of

e-mail, is subject to monitoring by the superintendent, system administrator(s), or his/her designee. Any activities related to or in support of violations of this policy and/or the Student Handbook may be reported and will subject the user to sanctions specified either in the Student Handbook or in this policy. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the user.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is almost assured if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer or mobile device with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhances Education Through Technology Act of 2001, 20 U.S.C §6751 et
seq.
Harassing and Obscene Communications Act, 720 ILCS 135/0.01.

- f. Use of the School District's email system constitutes consent to these regulations.

STUDENT REGISTRATION

All new students must register with the Principal or school secretary before attending classes. The child's custodial parent or legal guardian must register the student. Once the registration packet is returned to the Clark Office, the child can begin classes the following school day. Proof of residency within the school district is required. New students must have the following:

- Two proofs of residence (i.e.: current utility bill, payroll stub, current phone bill.)
- Certificate of birth issued by the county (not the hospital)
- An up-to-date physical (less than one year) if transferring from another state.
- Students enrolled in our school district will be asked to pay tuition or leave if they use a fictitious address or claim a living arrangement that is a deceptive attempt to prove residency.

STUDENT EDUCATIONAL RECORD

South Beloit CUSD #320 practices FERPA guidelines to protect your child's educational record. FERPA is a federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education record. For more information refer to:

[HTTP://WWW.ED.GOV/POLICY/GEN/GUID/FPCO/FERPA/INDEX.HTML](http://www.ed.gov/policy/gen/guid/fpcO/ferpa/index.html).