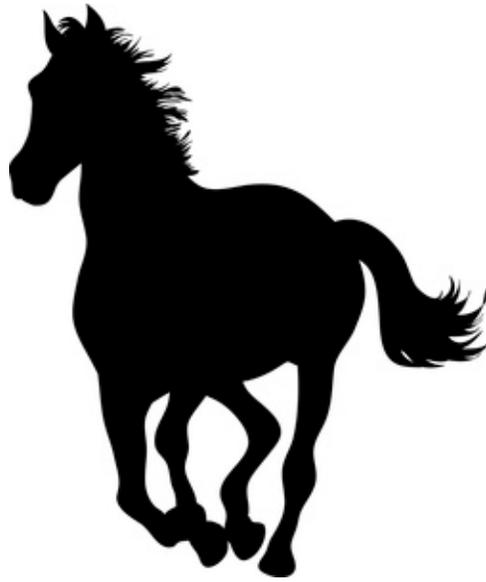


MEADE PARK ELEMENTARY SCHOOL



STUDENT HANDBOOK 2013-2014

MRS. SPESARD-PRINCIPAL
MEADE PARK SCHOOL
200 SOUTH KANSAS
DANVILLE, ILLINOIS 61834
217-444-1925

Meade Park Elementary Student Handbook

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Mendy S. Spesard, *Principal*
Mark A. Denman, *Superintendent*
Sharon Desmoulin-Kherat, *Associate Superintendent*

General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The policies and procedures contained in this handbook have been approved by the Board of Education and are subject to change as situations arise. The administration reserves the right to interpret and apply the policies set forth in this handbook as deemed necessary by situations that may arise. The Board's comprehensive policy manual is available for public inspection through the District's website (www.danville.k12.il.us) or at the School Board office, located at:

Danville District #118
516 North Jackson St
Danville IL 61832

The School Board governs the school district, and is elected by the community. Current School Board Members are:

William J. Dobbles, President
Gina McGuire, Vice President
Randal P. Ashton, DDS
Lon Henderson
Frank R. Young
Steven A. Bragorgos
Darlene Halloran
Martha See, Secretary

The School Board has hired the following administrative staff to operate the school:

Mark A. Denman, Superintendent
Sharon Desmoulin-Kherat, Associate Superintendent
Mendy S. Spesard, Meade Park Principal

Meade Park Elementary School is located at and may be contacted at:

200 South Kansas
Danville IL 61834
Phone: 217/444-1925
Fax: 217/444-1928

As a reminder, the administration reserves the right to interpret and apply the policies set forth in this handbook as deemed necessary by situations which may arise.

Welcome to Meade Park Elementary School

We would like to welcome all students and families to Meade Park Elementary School. The policies and procedures of Meade Park Elementary School are contained in this handbook. Students and parents are advised to read the handbook carefully and keep it in a convenient place so that it may be used as a reference. Activities and experiences within our school will help prepare students to live a better life and find a place in this complex society. Remember, success is directly proportional to effort.

DISTRICT #118 PHILOSOPHY

To ensure that all District 118 students reach their fullest potential.

MEADE PARK ELEMENTARY MISSION STATEMENT

Meade Park School displays a climate of expectation in which the staff believes that all students can attain mastery of basic skills, and assumes the responsibility for that attainment. Meade Park School demonstrates an enthusiasm for learning and an acceptance of the unique talents and strengths of each student. Meade Park School fosters within each child a sense of responsibility for one's actions and one's life.

Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and display the tag either on their outer clothing or around their neck in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office, return their visitor tag, and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to act in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Arrival and Dismissal Procedures

Students are to remain in the school building once they arrive at school until they are dismissed from school at the closing of the day. Students may arrive at 7:25 a.m. for school breakfast. Students are not to leave the cafeteria without permission from the supervising adult. Students need to clean up their areas before leaving the cafeteria. As students wait to enter the building, the playground is off-limits due to safety and supervisory reasons.

Regular dismissal is 2:30 p.m. in the afternoon. Students who need to change their mode of transportation for the day must have a written note from their parent/guardian. If a note does not accompany the child, they will be sent home in the usual way unless the parent/guardian has notified the office.

All students entering the building after 7:50 a.m. must check-in at the office and receive a tardy pass to be permitted into class.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between seven (7) and seventeen (17) years of age (unless the child has already graduated from high school) shall ensure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Truancy

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

Student Absences

There are two types of absences: excused and unexcused. Student absences are specifically defined in the Ownership in Education handbook. Pre-arranged excused absences must be approved by the principal. Parents must complete the request for leave form and return it to the administrators at least one week before the absence.

Once a student has reached a total of six absences (*both excused by parent and unexcused*), any additional absences will require official documentation explaining the reason for the student's absence—a note from the doctor, an appointment card, or court appearance letter. Any absence that does not meet these criteria will be considered unexcused. Students will be excused for the treatment of head lice for a period of two days *only*. Each subsequent day will be counted as an unexcused absence.

In the event of any absence, the student's parent or guardian is required to call the school at 217/444-1925 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:30 a.m. on the day of a student's absence, a school official and/or the Alert Now system will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Tardiness to School and Classes

Students who are tardy to school must receive a late slip from the office before being admitted to class. Please refer to the Ownership in Education Handbook when referring to student tardiness.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must complete the Vacation/Leave Request Form and give written notice to the building principal at least 10 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Make-Up Work

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused for school will not be allowed to make up missed work.

Withdrawal from School

The office should be notified of any student's withdrawal from school regardless of the reason or length of absence. A parent must sign a record-release form in order to transfer student records from this school district to another school district. NO records will be sent until all obligations to the school have been met, return of all school owned property has been verified, and all fines paid.

Transfer to Another School

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent /guardian may request a transfer to another public school within the district.

LEARNING AND ASSESSMENT

Standardized Testing

Students and parents/guardians should be aware that students in grades 2-5 will take the following standardized tests on ITBS and CogAT. All students in grades 3-5 will participate in the ISAT. Parents are encouraged to cooperate in preparing students for the standardized testing. The quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success on the state's standardized tests.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level.

Grading and Promotion

School report cards are issued to students on a quarterly basis. The report cards at Meade Park Elementary School are distributed at the close of each nine weeks of school. Parents must pick up the report card for the first and third quarter at a parent-teacher conference. Report cards for the second and fourth quarters will be sent home with the student. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

GENERAL BUILDING CONDUCT

Students shall not arrive at school before 7:25 a.m. and classes begin at 7:50 a.m. Students are dismissed at 2:30 p.m. each day. The following rules shall apply, and failure to abide the rules may result in discipline.

School Dress Code / Student Appearance

Student and school dress code policies can be found in the Ownership Handbook. Please refer to the Ownership in Education Handbook when referring to student and school dress.

Student Discipline

Student discipline policy notification is in accordance with the Ownership Handbook. Please refer to the Ownership in Education Handbook when referring to student discipline.

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and sexual harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses, or through a school computer, network, or other school electronic equipment. Any student who is determined, after an investigation, to have engaged in bullying, intimidation, or harassment will be subject to disciplinary consequences as provided in the Ownership Handbook. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or sexual harassment, and will take disciplinary action against any student who participates in such conduct. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Grievance Procedure

When you have concerns, questions and/or complaints:

Please follow this chain of command so that differences may be resolved quickly and fairly:

1. Please call the appropriate staff member who was directly involved to make an appointment to discuss your concern. This may be the classroom teacher or another staff member.
2. If there are still concerns, contact the principal.
3. If the problem is still not resolved, contact the superintendent to discuss the problem.
4. Finally if there is still no resolution, contact the school board.

STUDENT FEES

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Material Fees

The Board of Education, prior to the opening of school, sets the material fees.

Textbooks

Textbooks are furnished to each student without charge. The student should take care of them. The student responsible for them will pay for all damaged books. For his/her own protection, a student should put his/her name in ink in each of his/her books.

School Breakfast and Lunch Program

Breakfast is served at Meade Park Elementary School every day beginning at 7:35 a.m. Breakfast may be purchased for \$1.20 per day or \$0.30 for a reduced price meal. Eligibility forms for free or reduced price meals are available for qualifying students. For an application, contact the school office.

Lunch is served every school day. A student may bring a sack lunch from home or may purchase a school lunch for \$1.95 per day or \$0.40 for a reduced price meal. Eligibility forms for free or reduced price meals are available for qualifying students. For an application, contact the building principal. Please note that if your student takes extra milk during breakfast or lunch, it is not covered by the free/reduced plan. Students who are behind in their payments will be served an alternate lunch. Statements are sent home with students with outstanding lunch debts. Parents are advised to check the statements and call the head cook immediately if they have questions. Parents are expected to pay these outstanding debts so that the student may continue to eat school breakfast/lunch. Adult breakfast price is \$1.65 and adult lunch price is \$2.70.

All money is to be in an envelope and marked as follows:

- *Student name*
- *Amount of money*
- *Teacher Name*

Cafeteria

There are specific procedures followed during the lunch hour. We also expect student behavior in the cafeteria to be based on courtesy and cleanliness. Students are expected to abide by the rules and procedures. Failure to comply may result in discipline at the discretion of the administration as stated in the Ownership Handbook.

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof that the student received a health examination and the immunizations against and screenings for preventable communicable diseases within one year prior to:

1. Entering kindergarten or first grade;
2. Entering the sixth and ninth grades; and

3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examination must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by the point of entry date of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register midterm shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the point of entry date, the student must present, by the point of entry date, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All children entering kindergarten and second grade, must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempt from the above requirement for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent or guardian regarding appropriate treatment for the communicable diseases.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings a letter from the student's doctor, stating that the student is no longer contagious or at risk of spreading the communicable disease.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse at Meade Park Elementary and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure. The Medication Authorization Forms are available in the school office and must be completed and signed by parents and medical providers. The form must be returned to the school office before medication can be administered or consumed.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students with Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations, and state rules

If your student has a life threatening allergy or chronic illness, please notify the building administrator or nurse. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan may be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and/or chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Care of Student with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for this and must:

Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

Sign the Diabetes Care Plan.

Grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Guidance and Counseling

The school provides a guidance and counseling program for students. The school's social workers are available to those students who require additional assistance.

Social and Emotional Wellness

Student social and emotional development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development standards contained in the Illinois Learning Standards. The objectives for addressing the needs of students for social and emotional development through the educational programs are to:

1. Enhance students' school readiness, academic success, and use of good citizenship skills;
2. Foster a safe, supportive learning environment where students feel respected and valued;
3. Teach social and emotional skills to all students.
4. Partner with families and the community to promote students' social and emotional development.

Health and Wellness

The Board of Education is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

Internet Acceptable Use

Student Acceptable Use Policy is in accordance with the Ownership Handbook. Please refer to the Ownership in Education Handbook when referring to the Acceptable Use.

Parents or guardians must sign the Technology Use Contract before students may access District technology. Students who do not have a Technology Use Contract on file will not be allowed to utilize the technology at Meade Park Elementary School.

Non-School-Sponsored Publications/Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities is a privilege. Those who participate in extra-curricular activities have a responsibility to favorably represent the school and community. Students are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. Refer to the Ownership Handbook for further information.

Absence from School on Day of Activity

A student who is absent from school on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the student's family. An athlete who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by administration.

An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

Travel

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent or guardian and provided the parent or guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance with the school district's athletic discipline policies, rules and regulations as provided herein.

Student Athlete Concussions and Head Injuries

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

SPECIAL PROGRAMS

Response to Intervention

Through RtI, we provide high-quality classroom instruction to all of our students. We assess all of our students and provide tiered instruction and interventions matched to individual student needs. Through ongoing assessment, student progress is continually monitored.

Family involvement in this process helps to enhance student outcomes. RtI is an opportunity to bring about meaningful change in family-school relationships, allowing for engaged partnerships between educators and families through collaborative, structured problem-solving.

Education of Children with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for which it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school sponsored services, programs or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program or meeting. The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. The same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

Exemption From Physical Education Requirement

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

Title I Program

The Title I program is a federally funded program that provides additional support to the educational process. And the program provides support for students who demonstrate an academic need.

No Child Left Behind (NCLB)

NCLB was signed into law January 8, 2002. It is a revision of the 1965 Elementary and Secondary Act (ESEA). The overall purpose of the law is to ensure that each child in America is able to meet high learning standards of the state in which he/she lives. The following are the goals of the law:

- All students will reach high standards, at a minimum attaining proficiency or better in reading and mathematics by 2013-2014.
- By 2013-2014, all students will be proficient in reading by the end of the third grade.
- All limited English proficient students will become proficient in English.
- By 2005-2006, all students will be taught by highly qualified teachers.
- All students will be educated in learning environments that are safe, drug free, and conducive to learning.
- All students will graduate from high school.

Meade Park Elementary School will continue to make improvements through our School Improvement Plan, Parent/Community Involvement, Professional Development, and Partners in Education to ensure that the goals established by this law are met according to the timelines provided.

English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners Program, contact the Director of Educational Supports at 444-1062.

Home and Hospital Instruction

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact: Special Education Office, at 217/444-1083

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For information regarding homeless child's right to education, contact the Director of Educational Support Programs, at 217/444-1062.

PBIS

The PBIS program is an effort to help students build a positive attitude, develop strong character skills and to continue to expand on the skills necessary to become successful students. This program will help students learn the expectations necessary to be successful at Meade Park. Each month we will introduce one of the "cool tools"

that will help us with our expectations. The PBIS program is an extension of our efforts to provide students with a positive environment in which to learn and succeed.

GENERAL INFORMATION

Agenda Books

Each student in grades three through five will receive an assignment book at the beginning of the school year to assist with organizational skills.

Accidents

Every accident in the school building, on the school campus, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the principal's office.

Bicycles

Students who ride bicycles to school must park them in the racks provided at the front of the school. Students are required to walk bicycles to and from the racks while on school property. The school will assume no responsibility for the safety of your bicycles. All bicycles should be locked to deter theft.

Birth Certificates

State law requires that parents must furnish the school district with a **certified copy** of the child's birth certificate. This can be obtained from the Records office of the Vermilion County Courthouse. If your child was born outside of Vermilion County, you will need to contact the Vital Records Office of the county where your child was born. Meade Park will photocopy the birth certificate for our new records and return the original to the parents. This law became effective January 1, 1987 and applies to all students who are new to District 118 schools.

Birthday Parties

A child may furnish birthday treats for his/her classmates according to the following:

1. Teachers appreciate a three (3) day notice prior to all parties. The teacher will tell the parent as to the best time for the room party.
2. One treat is furnished for each child in the room.
3. Nutritional snacks are preferred. Birthday parties may occur at 2:00 pm as to avoid loss of instructional time.

Note: Invitations for home birthday parties may not be distributed at school as this often leads to hurt feelings for those students who are not invited.

Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents will be assigned a bus stop at the beginning of the school year at which a student is to be picked up and dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or

misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigating misconduct or accidents on the bus. For questions regarding school transportation issues, contact the Associate Superintendent of Danville District 118 at 217/444-1012.

Change of Clothes

Each Kindergarten and 1st grade student at Meade Park is to have a **complete change of clothes kept in the classroom** (underwear, socks, slacks, shirt, shoes-gym shoes may be used). They are to be sent in a plastic bag, clearly labeled, with your child's name. When your child's school clothes become soiled due to illness, mud puddles, spilled milk, etc., your daily schedule will not have to be interrupted to bring us a change of clothes. The soiled clothes will be sent home in the plastic bag.

Custody Arrangements

If you have any legal custody/divorce settlement information that the office should be aware of regarding your child(ren), please be sure to let us know verbally and in writing. It is extremely important the school knows if a student is not to be released to a specific person. Please bring this information to our attention each year as situations change.

Parents who are separated, but not legally divorced, are advised that the school finds itself in a difficult position when determining who should be allowed to remove the child from the school premises. Unless there is assigned custody or other court papers indicating that one parent cannot have access to their child, the school will release the child to either parent.

Electronic Equipment

Students are **NOT** to bring any of the following equipment to school (CD/MP3 players, radios, earphones, pagers, cell phones, gaming devices, etc.) Please make sure that your child leaves these items at home. In addition, please discourage your child from bringing toys and possessions to school. Items can and will be confiscated. Invariably, an item is lost, and the school is not able to replace lost possessions. Please help us avoid such occurrences.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Students who fail to abide by school rules and/or location rules during a field trip may be subject to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Instructional Materials

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

Lost and Found

When an article is lost, do not let a great amount of time elapse before checking with the office. Please clearly label your children's clothing, gym shoes, boots, caps, etc. Use caution in allowing items of sentimental or monetary value to be brought to school. Students who wear jewelry and watches are assumed to be responsible enough to wear them at all times. They are not to be traded, loaned, or taken off for art, gym, washing up, etc. Pupils are asked to leave such items at home if they cannot keep said item on their person at all times. Money is to be carried on the person.

Motivating Academically Talented Students Information

The MATS Program serves identified gifted children in grades 3-12. All students in grades 2-11 are screened for identification. Students who exhibit a score of 80% or higher in reading or math on the ITBS, and score 120 or higher on any area of the CoGat, may be screened further. A teacher inventory and the Naglieri Nonverbal Ability Test are used. Scores from the Naglieri will then be evaluated and submitted to a committee of district administrators for final selection. The final selection committee will be comprised of the gifted coordinator and the administrators of the buildings who host the self-contained gifted programs. Parents have the right to appeal the decisions to the Associate Superintendent. The grades 3-5 program is held at East Park. The grades 6-8 program is held at North Ridge. At the High School, MATS classes are called honors sections.

Parking

The school has a location(s) available for school visitor parking. Those dropping off and picking up children may do so in the parking lot(s) available during school hours.

Vehicles may not be parked or located in the bus lanes or fire lanes at **any time**. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Pledge of Allegiance

Students who do not choose to recite the pledge may remain silent but in no way disrupt those who wish to participate.

Recess

RECESS is scheduled daily for all students. Students play outside during lunchtime. We do not go outside if it is raining or if the temperature is 18 degrees Fahrenheit or below. Children who have been ill must have a note from their parents requesting that they not go outside. If children are to stay in more than three days, a doctor's note is required.

School Volunteers

All school volunteers must be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Search and Seizure

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places, areas or in their personal effects left there. Building Principals shall require each high school student in return for the privilege of parking on school property to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Seizure of Property

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

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Student Emergency Form

At the beginning of each school year, all parents/guardians must fill out a Student Emergency Form for each of their children enrolled in school. Situations may arise that make it necessary for the school to contact a student's parent(s) or guardian(s), i.e. illness, injury, special recognition, or other problems that may arise. Please contact the office with any changes in telephone numbers (both home and work), addresses, emergency contact, and other similar information.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.¹

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits 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 State law.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

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 other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may inspect the survey or evaluation and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

¹ This section is only applicable to high schools.

Teacher Qualifications

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Telephone

Students will be allowed to use the office telephone for *emergency* use only. The use of the phone in the office is a privilege. It should be used only when absolutely necessary. The phone is NOT for routine calls caused by a lack of planning or irresponsibility on the part of the student.

LAWS, NOTICES, POLICIES AND FORMS

Asbestos Management

The E.P.A. is conducting inspections in school districts statewide to determine if they are in compliance with the federal rules and regulations promulgated under the Asbestos Hazard Emergency Response Act.

Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact your student's principal.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Emergency School Closings

In cases of bad weather and other local emergencies, please listen to local radio stations or view local television channels to be advised of school closings or early dismissals. We will also contact you by phone through our Alert Now Notification System. Make sure you keep your contact information current with the school office to receive these messages. Listen to local stations and for the Alert Now message for possible early dismissal information if bad weather or other emergency situation should occur during the day.

If we dismiss early for an emergency or poor weather conditions, all after-school functions are automatically cancelled.

Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Mandated Reporters and Reciprocal Reporting of Criminal Activity

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property—including the three reasons above—he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Sex Offender & Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mark Denman, Superintendent, 516 North Jackson Street, Danville, IL 61832, Telephone 217/444-1000.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Sex Discrimination

It is the policy of Danville District #118 not to discriminate on the basis of sex in its educational and extra-curricular programs and activities or its employment policies, as required by Illinois PA 79-597 and Title IX of the 1972 Education Amendments. Inquiries regarding compliance with the Illinois sex equity rules and the Title IX regulation may be directed to the Superintendent at 516 N. Jackson St. Danville, IL 61832, Telephone 217/444-1000.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school principal. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

EMERGENCY INFORMATION

Emergency Plans and Drills

Meade Park Elementary School has specific building plans for a variety of emergency situations and these are reviewed and practiced with students at the beginning of the school year and periodically throughout the year. A copy of our Critical Incidence manual may be viewed in the school office.

Evacuation Sites

If students need to vacate the school premises, they will be escorted to Automation International by their classroom teacher.

Parents **please do not come to school** if an emergency should arise. In order for us to ensure the safety of all students, we need them to be picked up and checked out from our evacuation site (Automation International). If you need any information on the situation or about your student, please call the Jackson Building at 444-1000.

School Violence Tip-Line

The Illinois State Police will administer the School Violence Tip-Line which will provide a means for students to report threats of violence and weapon violations on school grounds. The statewide toll-free number, **1-800-477-0024**, will be physically answered at the ISP Communications Center in Springfield. This is an anonymous phone line.

State police employees who will forward the information to the local sheriff or police department and the appropriate ISP district will answer calls. The local law enforcement agency will be responsible for notifying the school at which the violent act is supposed to occur. If the school is not in their community, they will insure that the proper law enforcement agency and school are notified immediately.

The Tip-Line is an option in those cases when the caller fears reprisal or if the caller is considering committing acts of violence and is unwilling to sacrifice anonymity.

This handbook is only a summary of District #118 Board Policy. Policies may be amended at any time during the year without notice. District #118 Board Policies are available online at www.danville.k12.il.us. Communication of policies has been made to all persons expected to comply with them.
