

The Kinnikinnick Community Consolidated School District No. 131 was organized in 1948. The school district covers a 19 square mile area, which includes parts of the Villages of Roscoe and Rockton. The original Kinnikinnick School opened in 1949. Additions to the Kinnikinnick Building were completed in 1953, 1957, 1962, 1968, and 1996. The Ledgewood School opened in 1975. Additions to the Ledgewood School were completed in 1978, and 1986. The Stone Creek School opened in 1990 with a 10-room addition in 1992. The Roscoe Middle School opened in 2000. Additions to Roscoe Middle School were completed in 2004 and 2007.

## REFERENCE INFORMATION

### ADMINISTRATION

#### **Superintendent**

Keli Freedlund  
815-623-2837

#### **Business Administrator**

Brett Hruby  
815-623-2837

#### **Curriculum Director**

Mimi Bannon  
815-623-2166

#### **Kinnikinnick Principal**

John Schwuchow  
815-623-2166

#### **Ledgewood Principal**

Chad Etnyre  
815-623-2118

#### **Stone Creek Principal**

John Novota  
815-623-2865

#### **Roscoe Middle School**

**Principal**  
Julia Cropp  
815-623-1884

### BOARD OF EDUCATION

#### **President**

Terra Anderson  
815-222-2693

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#### **Member**

Mark Wolosek  
815-624-8967

## KINNIKINNICK LOGO

Several years ago, the Kinnikinnick Board of Education and the Kinnikinnick Education Association asked students to design a logo, which symbolized the spirit and vision of the Roscoe school system. The winning entry depicted a hot air balloon with the inscription “Reaching New Heights.”

We believe the hot air balloon represents the acquisition of knowledge and the expansion of our horizons. Since the founding of our nation, public schools and a dedicated cadre of professional teachers and concerned parents have made it possible for children throughout our land to achieve their goals and to uphold the principles of a free and democratic society.

The slogan “Reaching for New Heights” reminds us of the opportunities available in our public schools. As educators, our challenge is to provide students the skills and confidence needed to become lifelong learners. For students, the opportunity to dream dreams, to set goals, and to reach for new heights is the very cornerstone of our great Republic. For only in America, do all children have the chance to reach as high as their ability, effort, and desire will take them.

### **MISSION**

#### *Why Do We Exist*

To provide the environment that encourages and enables all students to develop their highest potential.

### **VISION**

#### *What We Want To Be*

Our students become responsible, compassionate citizens empowered with the character, knowledge, and skills to make a difference in this world.

### **VALUES**

#### *How Do We Do Business*

1. **Safety and Security.** We believe in protecting students, staff, and teachers from verbal or physical threats and attacks. By providing prevention and intervention policies, procedures, and programs, we can create a comfortable, safe environment in which learning can take place.
2. **Educational Partnerships.** We believe in developing and nurturing collaborative efforts amongst faculty, administration, parents, and students. We are a community of learners.
3. **Life-Long Learning.** We believe in equipping students with skills to continue learning outside of the school setting and to seek out knowledge on their own. We model and encourage the joy of learning.
4. **Rights and Responsibilities.** We believe in standards of personal behavior including honesty, integrity, dignity, respect, and honor. We have a right to these and a responsibility to afford these to others.

5. **Comprehensive Education.** We believe in providing classroom curriculum and other learning experiences that help students grow into well-rounded people. This includes physical, emotional, and cognitive development. We educate the whole child.
6. **Continuous Improvement.** We believe in benchmarking best practices, improving our practices, making data-driven decisions, and constantly evaluating our effectiveness. We align improvement at all levels to maximize our efforts.
7. **Fiscal Responsibility.** We believe in maintaining our fiscal responsibility to our stakeholders by planning for the future and using available resources effectively. We operate within a balanced budget.
8. **Commitment and Perseverance.** We believe in modeling and instilling that achievement requires dedication, failure is part of the process, goal setting brings results, and involvement is a choice and a responsibility. We follow through on commitments even when the path is not easy.

### SCHOOL PLEDGE

The School Pledge is a conduct guideline for all Kinnikinnick School District employees and students.

#### **I pledge to do my best:**

1. **To be honest:** to be honest is to be real, genuine, and sincere. An honest person always tells the truth.
2. **To be self-disciplined:** to be self-disciplined is to exhibit personal mastery and control over oneself. A self-disciplined person is able to control his/her temper, appetite, passion, and impulses.
3. **To be responsible:** to be responsible is to be accountable for one's conduct and obligations. A responsible person is able to choose between right and wrong.
4. **To be respectful:** to be respectful is to be considerate of yourself, others and those in positions of authority. A respectful person follows the "Golden Rule."
5. **To persevere:** to persevere means to stay on course. A person who perseveres stays focused on his/her goal, works hard, and never gives up.  
**Dedication + Effort = Results.**
6. **To be compassionate:** to be compassionate is to be aware of and understand another person's distress. A compassionate person demonstrates sympathy and offers to help.
7. **To be a leader:** to be a leader is to make the right decisions based on sound ethical principles. A leader leads by example, sets and models the standard, and is powered by a strong personal vision and character.

## CORE CURRICULUM

The core curriculum offered by the Kinnikinnick School District provides a systematic plan for schooling children in fundamental areas of learning. Beginning with a strong phonics-based reading program in the primary grades, it actively engages students in a comprehensive and developmental learning process throughout their elementary school years.

1. **Language Arts:** Read, write, and communicate.
2. **Mathematics:** Compute, solve problems, and interpret data.
3. **Science:** Understand and apply scientific principles in the biological and physical sciences.
4. **Social Studies:** Introduce students to the study and examination of selected topics in history, government, geography, social science, and economics.
5. **The Arts:** Participate in activities involving the visual arts, music, theater, and dance.
6. **Health and Physical Fitness:** Cultivate good habits of nutrition, exercise, and physical fitness.
7. **Technology:** Use technology to access and process information, solve problems, and expand knowledge in all areas of the curriculum.
8. **Character Education:** Promote the development of honesty, self-discipline, responsibility, respectfulness, perseverance, compassion, and leadership.

## EFFECTIVE SCHOOLS MODEL

The Kinnikinnick School District supports the Effective Schools Model, a research-based process which has identified five fundamental building blocks found in effective schools.

1. **School Climate:** A safe, orderly environment is crucial for teaching and learning to occur.
2. **Leadership:** Strong leadership is an essential component of an effective school.
3. **Expectations:** Teachers in effective schools expect all students to meet academic standards.
4. **Purpose:** Effective schools have clearly defined academic objectives.
5. **Results:** Effective schools frequently evaluate and measure student performance.

## KINDERGARTEN ENROLLMENT

Resident children may enroll in kindergarten if they are five years of age on or before September 1, 2011.

## **STUDENT HEALTH EXAMINATION/IMMUNIZATIONS**

*The Illinois School Code* requires that each child present proof of having immunizations and health examination in accordance with the laws and rules and regulations of the Illinois Department of Public Health in each of the following situations:

1. Upon entering nursery school.
2. Within one year prior to entering kindergarten or first grade.
3. Upon entering sixth and ninth grades.
4. Upon entrance into the district from out-of-state.

Additional health examinations of students may be required when deemed necessary by school authorities.

The Illinois Department of Public Health requires evidence of immunity against diphtheria, pertussis, tetanus, polio, chickenpox, measles (red measles), and rubella (German or three day measles), hepatitis B, and haemophilus type B influenza.

**Proof of the health examination and immunization requirements must be submitted before school entrance. Students will not be allowed to begin classes until these completed forms have been received and the school nurses have determined them to be in compliance. Transfer students from other Illinois schools must present their current health records before the first day of school.**

## **DENTAL EXAMINATIONS**

Dental examinations are mandatory for all students entering **KINDERGARTEN, SECOND** and **SIXTH** grade. The examination must be performed and signed by a licensed dentist after May 15, 2011. The completed dental form must be returned to your school by May 15, 2012.

## **VISION EXAMINATIONS**

As of January 1, 2008 parents/guardians of students entering Kindergarten or entering school for the first time shall present proof of having an eye examination within one year of school entry. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. Proof of this examination should be submitted to your school nurse before October 15<sup>th</sup>, 2011.

## **VISION AND HEARING SCREENINGS**

Vision and hearing screening will continue annually in the fall at each school as mandated by the State of Illinois. Vision screening completed at school is not a substitute for a complete vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an eye specialist has completed an examination within the last 12 months. Parents/guardians are still encouraged to have their children undergo a vision examination whenever health examinations are required.

## MEDICATION

Medication (prescription and over the counter) required by a student shall generally not be administered at school by a district employee. However, students recovering from temporary illness or students on permanent medication who require medication during the school day may bring medication to school following these guidelines:

1. A written statement from the student's physician indicating the necessity for the medication and proper dosage, time, and duration shall be required. The telephone number of the physician and the name and telephone number of the pharmacy shall be indicated. Medication which comes in the original prescription container will satisfy this requirement; otherwise, this information must be obtained from the physician before medication can be administered.
2. A written request and permission from the parent to administer the drug shall be required.
3. Medication shall be brought to school in appropriately labeled containers. The name of the student and the names and phone numbers of the physician and pharmacy shall be indicated on the containers.
4. Only school nurses and administrators may be required to administer medication to students, although other employees may agree to do so.
5. All medications are to be kept in a locked cabinet in the Health Office with one exception. A student who has an asthma diagnosis may possess medicine prescribed for asthma for immediate use at the student's discretion, provided the student's parents/guardians have completed and signed a "School Medication Authorization Form," and the student is educated and competent in the use and side effects of the asthma medication.

In all cases the District retains discretion to reject a request for administering medicine.

## WELLNESS POLICY AND CLASSROOM CELEBRATIONS

The Kinnikinnick School District has established a Wellness Policy as mandated by federal law. In accordance with this policy and to help maintain student safety, food brought from home for consumption **by other students** must be purchased ready-to-eat and wrapped in the original packaging with ingredients listed in order to reduce the risk for food related allergic reactions and food borne illness. **In addition, the Wellness Policy prohibits student consumption of energy drinks, caffeinated products, or soft drinks during the school day on school property.**

## COMMUNICABLE DISEASES

The determination of whether a student with a communicable disease shall be permitted to attend school in a regular classroom setting or participate in school activities with other students and staff shall be made on a case-by-case basis by the Communicable

Disease Review Team in direct consultation with the student's personal physician and local health authorities.

If an infected student is not permitted to attend school in a regular classroom or participate in school activities with other students, due to a determination that he or she poses a high risk of transmission of a communicable disease to other students and staff, every reasonable effort shall be made to provide the student with an adequate alternative education.

State regulations and school policy regarding homebound instruction shall apply. Temporary removal of the student from the district's classroom(s) may be appropriate when:

1. The student lacks control of bodily secretions.
2. The student has open sores that cannot be covered.
3. The student demonstrates behavior (e.g. biting) which could result in direct inoculation of potentially infected body fluids into the bloodstream.

Temporary removal of the student from the classroom for those reasons listed above is not to be construed as the only response to reduce risk of transmission of a communicable disease. The district shall be flexible in its response and attempt to use the least restrictive means to accommodate the student's needs.

The removal of a student with a communicable disease from normal school attendance or work shall be reviewed by the Communicable Disease Review Team, in consultation with the student's personal physician and local public health authorities at least once every month to determine whether the condition precipitating the removal has changed.

When a student returns to school after an absence due to a communicable disease, the school administration may require that he or she present a certificate from a physician licensed in the State of Illinois stating that the student is free from disease or otherwise qualifies for re-admission to school under the rules of the Illinois Department of Public Health which regulate periods of incubation, communicability, quarantine, and reporting.

If the parent/guardian disagree with the student's alternative educational placement or program, they shall be offered the opportunity to an appeal to the school board within ten (10) days of their notification of the decision of the Communicable Disease Review Team.

### **PRESCHOOL SCREENING**

District 131 offers speech, vision, hearing, and developmental screening for preschool children from three- to five-years of age. This service is normally provided in the spring of the year, and is used to help identify children who may require special assistance, or who may need additional testing.

## **OFFENDER COMMUNITY NOTIFICATION**

State law requires a Building Principal or teacher to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public.

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>

## **PESTICIDE APPLICATIONS**

Inspections, non-chemical controls, and insecticide bait placements are the primary pest control methods used by the Kinnikinnick School District and do not require pre-notification in accordance with Illinois statutes. When used, insecticide sprays are usually applied outside of school buildings to control box elder bugs, wasps, or bees.

The Kinnikinnick School District will maintain a registry of parents and guardians of students who have registered to receive written notification prior to the application of pesticides to school grounds.

## **INTERNET WEB SITE**

The Kinnikinnick School District web site may be found at <http://kinn131.org>. The current annual budget for the school district, the school calendar, and report cards for each school are just a few of the informational items that may be found on the district web site. Each attendance center may also be accessed with links to instructional staff and special school or classroom events.

## **MISSING CHILDREN**

Illinois law requires any person enrolling a student in school for the first time to provide either a certified copy of the student's birth certificate or other governmental documentation of the child's identity.

If the necessary documentation is not received or is inaccurate or suspicious, the district must report the matter to local law enforcement authorities. The law also requires districts to flag the student record of any child who is reported to be missing by the Department of State Police. Local law enforcement authorities must then be notified when information is requested from the flagged record. In addition, a district enrolling a transfer student must request a copy of the student's record from the student's previous school, which must transfer the record within 10 days unless the record has been flagged as belonging to a missing child. When a flagged record is requested by another school, the student's previous school must notify local police.

## STUDENT FEES

### **Books/materials**

Early Childhood	\$25.00
Grades kindergarten through eight	\$50.00
Technology fee (EC – 8 <sup>th</sup> grade)	\$15.00

Registration fees may be paid by check or credit card (MasterCard, Discover and American Express) using Illinois E-Pay. There is a convenience charge collected by the credit card companies for this service. You can use the link below or go to the district web page at <http://kinn131.org> under registration fees and click on E-Pay in the menu bar.

**Illinois E-Pay: <https://www.illinoisepay.com/epay/GetSite?cmd=get&siteId-1029>**

**Any lost or damaged textbooks will accrue a fee for replacement and be the responsibility of the students/parents.**

### **Extracurricular programs**

Volleyball	\$40.00
Basketball	\$40.00
Soccer	\$40.00
Cheerleading	\$40.00
Quiz Bowl	\$40.00
Pom Poms	\$40.00
School Play	\$40.00
Track	\$40.00

## FEE WAIVER

A student shall be eligible for a fee waiver when:

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, 42 U.S.C. § 1758; 7 C.F.R. Part 245:or.
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within fourteen 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board. The decision of the Board is final and binding.

## BAD CHECK POLICY

Payliance has been retained by the Kinnikinnick School District to handle all returned checks. The District will no longer contact you to arrange payment. Checks returned are immediately forwarded to Payliance for collection. The Payliance Check Policy is posted on the entry and office doors of each building as follows:

**In the unlikely event that your check is returned for insufficient or held funds, we will debit your checking account electronically for the face amount of the check PLUS a \$25.00 fee. This policy allows us to resolve the problem without reporting you to a credit bureau and harming your credit rating. The transaction will appear on your bank statement, and no one will have to contact you about payment.**

Please note: Payliance's fee is in addition to, not in place of, any returned check fee assessed by your bank.

### **SCHOOL LUNCH**

All district schools prepare and offer lunch daily according to the guidelines of the National School Lunch Program. Alternatively, students may bring a sack lunch from home. Pop and caffeinated beverages are not allowed in the lunchroom per the District's Wellness Policy. Milk may be purchased for \$0.40 or is included with lunch at all four buildings. Lunch costs \$2.25 at the Ledgewood, Stone Creek and Kinnikinnick Schools, and \$2.50 at the Roscoe Middle School. A second lunch is available at RMS for \$3.00. An adult lunch is \$3.00

An extra serving of the main dish may be purchased in addition to a full lunch at the Kinnikinnick and Roscoe Middle Schools for \$2.00. Breakfast is offered daily at the Roscoe Middle School for \$1.50 along with two lunch choices and a la carte items ranging in price from \$.50 to \$1.00. Daily lunch menu details are posted in each building and on the District website at [www.kinn131.org](http://www.kinn131.org). Health Department sanitation regulations prohibit food brought in by students from being warmed, reheated, or cooked in District kitchens

Students use a bar-coded ID card when purchasing lunch. ID cards are to remain at school, but students are responsible for their ID card at all times. Students will be provided with up to three (3) cards annually at no charge. A five (5) dollar replacement charge is assessed to the student's lunch account if additional ID cards must be issued due to loss or destruction. Students who have lost or destroyed their lunch card must request in writing for a replacement ID card to be made. Students without ID cards will be sent to the end of the line.

No money is collected in the lunchroom. Parents may deposit money into their child's account any time during the day by stopping in to the building office. Students may turn in lunch money to the building office each morning in a sealed envelope with the child's name and homeroom teacher clearly identified. For a small convenience fee, parents may add money to their child's lunch account using Mastercard, Discover, or American Express through Illinois E-pay. The link is on the district's website under lunch or use: <https://www.illinoisepay.com/epay/GetSite?.cmd=get&siteID=931>

When the student's ID card is scanned in the lunchroom, the cost of any items purchased is automatically deducted from the student's lunch account balance. Students at Ledgewood, Stone Creek and Kinnikinnick Schools are given negative lunch balance slips to take home weekly. Students at RMS are responsible for checking their own lunch account balances, which are posted weekly. Email reminders will be sent at least weekly to parents that provide an email address. Students with no funds available in their lunch

account may receive a peanut butter sandwich, fruit and milk for lunch. Only ten (10) of such lunches are provided annually. Requests for current lunch balances can be emailed to [lmcgill@kinnschools.org](mailto:lmcgill@kinnschools.org).

Families undergoing severe financial hardship may obtain an application for free and reduced priced meals from the District website, their building office, or the District office.

Lunch balances automatically follow the student, rolling over at the end of each school year. Graduating student balances are first applied to cover fees owed to the District and then credited to the account of returning siblings in the District for the next school year. Parents of students who are leaving the District for any reason and have an account balance in excess of ten (ten) dollars may contact Lynn McGill, Food Service Director, in writing to request a refund. The form to request a refund of lunch balance is also available online at the district's website under lunch.

In accordance with Federal law and the United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 800.792.3272 or 202.720.6382 (TTY). USDA is an equal opportunity provider and employer.

### **TRANSPORTATION**

**Parents who drop off students or students who walk to school should arrive at school no earlier than 15 minutes prior to the start of the school day at each attendance center.**

District 131 provides transportation for pupils residing 1 1/2 miles or more from school.

The district may, for reasons of safety, transport children who reside less than 1 1/2 miles from school. A per capita charge may be levied for service provided under 1 1/2 miles.

**Any problems directly related to your child's bus should be referred to the Central Illinois Bus Company (815-525-0200).**

### **EMERGENCY ANNOUNCEMENTS**

Emergency announcements and school closings are communicated by telephone using the School Messenger automated calling system.

### **VISITATION**

School visitors are welcome; however, all persons are requested to report to the office and indicate the purpose of their visit. Parents wishing to confer with their child's teacher are asked to call prior to coming.

## **HOMEWORK**

Homework is a necessary part of the District's instructional program. Homework is assigned to further a student's educational development and is an application or adaptation of the District's curriculum. Teachers shall ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the school and parent/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

## **REPORTING STUDENT PROGRESS**

Reporting student progress is an important task for teachers. The purpose of this policy is to explain how daily work and tests are evaluated, and how grading standards are used to report student achievement.

### **Daily work:**

Daily assignments are a key part of the learning process. They provide practice and reinforcement of skills for children, while giving the classroom teacher an opportunity to find out what has been learned and what needs to be taught again. Assignments are reviewed by the teacher and returned to your child. After a skill has been introduced and practiced, daily assignments covering that skill will usually be graded and the scores will become a part of your child's grade at the close of the grading period.

### **Tests:**

There are three kinds of tests commonly used by District 131. The first is a diagnostic test to discover what skills a student knows. There is usually no pass or fail on this kind of test. By examining the test results the classroom teacher can diagnose student strengths and weaknesses and set up instructional units to meet student needs.

The second, and most frequent, kind of test used by teachers in the classroom is criterion testing. Criterion testing tells how much a student knows about a particular subject or skill which has been taught in the classroom. Percentages are assigned, and they become criteria for different levels of performance. In our grading system there are five criteria levels or grading standards.

#### **Grades 1 - 2**

S+ = 94-100%  
S = 76-93%  
S- = 65-75%  
U = 0-64%

#### **Grades 3 - 8**

A = 94-100%  
B = 86-93%  
C = 76-85%  
D = 65-75%  
F = 0-64%

The third type of test used by the school is one which helps us compare your child with a specific group of students (called a norm group) who once took the same test. With this kind of testing we may say that your child scored in the 85th percentile in

arithmetic computation. This means that your child scored better than 85 percent of the norm group of children who took the same test. This test gives us an opportunity to see how we compare with the other children across the county. These are called standardized tests, and they are usually administered in April.

### **Grading Standards:**

Student grades are based on performance in daily work and classroom tests. Each grade represents a percent age range. All children in a class are usually graded by the same standard. Reading grades are an exception to this policy. Children grow and develop physically at different rates; similarly they do not all learn to read and use reading skills at the same age and grade in school. For this reason, a reading grade is based on student performance at a particular instructional reading level. A reading grade, then, should not be used to compare one child's performance with another's in the class. It will tell how a child is doing at his/her reading level. If any other exceptions to the normal grading standards are necessary, they will be carefully explained by the classroom teacher.

### **Reporting Periods:**

Report cards will be sent home every nine weeks in grades one through eight. Failure notices will be sent home at the mid-point between each grading period for those children in grades three through eight who have less than a 76 percent average in any subject. Kindergarten report cards shall be sent home at the end of the second and fourth grading periods.

### **Remediation:**

Pupils who by teacher judgment and assessment of test results demonstrate a proficiency level comparable to the average pupil performance one grade or more below current placement shall be provided with an individual remediation plan developed by the school district in consultation with a parent or guardian. Such remediation plans may include summer school, extended school day, special homework, tutorial sessions, modified instructional materials, or retention in grade.

## **STUDENT BEHAVIOR /DISCIPLINE**

### **General student responsibilities**

1. To become informed of and adhere to rules and regulations established by the Board of Education and implemented by school administrators and teachers.
2. To respect the rights of every student, teacher, and school administrators.
3. To refrain from obscenity, libel, and slander in verbal and written expression.
4. To be dressed and groomed in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual in school attendance.
6. To refrain from disobedience, misconduct, or behavior that disrupts the educational process.

7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school officials in maintaining discipline in the school and at school sponsored activities.

### **RESPONSIBILITIES IN SPECIFIC AREAS**

#### **Dress and Grooming:**

Personal grooming and dress are the responsibility of the students and their parents. Students may dress themselves according to their and their parent's personal tastes **AS LONG AS SUCH DRESS AND GROOMING DOES NOT PRESENT HEALTH OR SAFETY HAZARDS, OR SUBSTANTIALLY DISRUPT THE EDUCATIONAL PROCESS.** Students are expected to dress in a neat, clean and reasonable manner. Students are asked not to wear hiking boots with black vibram soles.

All shirts worn at RMS must have a minimum of a cap sleeve. Students will not be allowed to wear sleeveless, spaghetti strap, halter-tops, racer back or tank style shirts.

Shorts and skirts worn must reach the bottom of the INDEX finger when arms are hung directly to the side.

#### **Search and Seizure:**

To maintain order and security in the schools, school authorities are authorized to conduct 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 privacy in these places or areas or in their personal effects left there.

The Superintendent 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.

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

#### **Attendance:**

There is a strong correlation between punctual and regular student attendance and academic achievement. Moreover, there is a direct link between student attendance and state aid dollars received by the Kinnikinnick School District. **OUR DISTRICT LOSES THOUSANDS OF DOLLARS IN STATE AID EACH YEAR DUE TO MISSED STUDENT ATTENDANCE DAYS.** Please help us improve our student attendance rate

by coordinating your vacations with our school calendar and by making sure your child is in school except for illness, observance of religious holidays, or special family emergencies.

If any student is absent from school, and there is no record that the absence has been authorized by the parent, legal guardian, or other person having legal custody of the child, a district employee shall make a reasonable effort to notify the parent, legal guardian, or person having legal custody of the child's absence from school within two hours after the first class in which the child is enrolled by telephoning the numbers given the school.

When it is necessary to leave school during the day, the following procedures should be followed:

1. Parents call the office or send a note indicating the time and reason for leaving. A pass will be issued to the student to give the appropriate teacher indicating check-out time.
2. Check out at the office before leaving.
3. Check in with the office, if the student returns to school during the day.

#### **Make-up Work:**

It is the responsibility of the student to find out from the teacher what work needs to be made up. The same amount of time will be granted for make-up work as the amount of time of the excused absence, up to a maximum of one week (five attendance days), except for tests and assignments announced prior to the absence, which are to be completed on the day the student returns to school. The time allowed for make-up work for absences of more than one week will be established by each individual teacher.

Requests for teachers to assemble make-up work will be arranged for students who are absent two or more consecutive days.

#### **Bus Behavior:**

1. Stay off the road at all times while waiting for the bus.
2. Do not leave your seat while the bus is in motion.
3. Remain in the bus in the event of a road emergency until instructions are given by the bus driver.
4. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus window.
5. Carry no pets or animals on the bus.
6. Keep books, packages, coats and all other objects out of the aisles.
7. Be courteous in conduct and speech to fellow pupils and the bus driver. Pushing, hitting or otherwise annoying fellow riders will not be tolerated. Disrespectful behavior or language directed toward the bus driver will not be tolerated.

8. Do not ask driver to stop at places other than the regular bus stop; he is not permitted to do this except by proper authorization from a school official.
9. Observe safety precautions at a discharge point. Where it is necessary to cross the highway, proceed to a point at least ten feet in front of the bus on the right shoulder of the highway, where traffic may be observed in both directions, and then wait for a signal from the bus driver allowing you to cross.
10. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperon appointed by the school.
11. The bus driver is in complete command of the bus at all times and has the right to enforce all bus regulations. He may also issue any other instructions which he deems necessary for efficient and safe operation of the bus.
12. Inappropriate bus behavior and all actions which could endanger the safe transportation of students will result in suspension of transportation privileges. The Board of Education authorizes the building principal to suspend students from the school bus.

**Building Rules:**

1. Gum chewing is not allowed on school property.
2. Electronic devices (games, radios, pagers, CD players) are not allowed.
3. No student may leave the school grounds without permission from the office.
4. No loud talking, loitering, or running allowed in the hallways.
5. No one may be in the halls between classes without permission.
6. No loitering in restrooms.
7. Not responsible for valuables brought to school.
8. No inappropriate public displays of affection.
9. No hats may be worn in the building while school is in session.
10. No outerwear may be worn in the classrooms. Book bags must be left in the lockers.
11. No rough contact which can cause injury or tear clothing.

**Playground Rules:**

1. Students are to play in designated play areas.
2. Rough play which can cause injury or tear clothing is not permitted. No pig slaughter or tackle football.
3. Do not re-enter the building at recess time or lunch time without permission.
4. Stop all play when bell rings and report to your class as scheduled.
5. No snowball throwing or playing "King of the Hill".

6. No fighting.

**School Lunch Room Rules:**

1. Pick up your lunch in an orderly manner without pushing or shoving.
2. Refrain from throwing objects (caps, straws, paper, food, etc.).
3. Avoid excessive or loud talking.
4. Practice good table manners.
5. Do not disturb others.
6. Pick up your eating area and discard litter properly.

**GUIDELINES FOR MAINTAINING GOOD STUDENT CONDUCT**

**Teacher Control:**

Authority for discipline in the Kinnikinnick School District derived from the *Illinois School Code*, Section 24-24.

Teachers and other certified educational employees shall maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

**Learning Conditions:**

To a large degree, teacher actions, attitude and ability set the mood which determines whether or not the classroom environment is conducive to learning. It must be quiet enough for all participants in the classroom to hear and understand the material being presented. The atmosphere must be such that students can concentrate on the topic being learned. Activities must be conducted in an orderly manner. The teacher's role as instructor and disciplinarian are not mutually exclusive; rather, good instruction often alleviates many discipline problems.

**Removal from Class:**

Teachers recognize their responsibility for the maintenance of discipline within the classroom. When seriousness of the offense, the persistence of the misbehavior, or the disruptive effect of the violation makes the continued presence of the student in the classroom a cause of disruption of the educational process of the entire class, a teacher may send a student to the principal's office with written notice of the offense.

The building principal will take whatever steps necessary to solve the problem. Should the decision include re-admittance of the student to class, the teacher will be notified of the conditions under which re-admittance of the student to class is granted.

An in-school suspension is an isolation of a student from the rest of the school population, including lunch and recess time. Credit will be given for class assignments and examinations completed during the in-school suspension.

## **GROSS DISOBEDIENCE OR MISCONDUCT**

### **Student Discipline:**

#### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

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

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

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the *Weapons* section of this policy, or violation of the *Weapons* section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless; (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer network, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
11. Being absent without a recognized excuse; State law and Board of Education policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, and hazing.

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

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

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological Harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

### **Disciplinary Measures**

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.

5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

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

### **Weapons**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking,

ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### **Required Notices**

A school staff member shall immediately notify the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

### **Student Handbook**

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

## **FORMAL DISCIPLINARY PROCEDURES**

### **Definition of Suspension:**

An exclusion of a student from school and/or denial of educational services to which the student would otherwise be entitled, for a period not to exceed ten (10) days. The school board authorizes the building principal to suspend a student for gross disobedience or misconduct.

### **Suspension Procedures:**

The building principal shall give the student oral or written notice of the charges and evidence to support the charges. If the student denies the charges, an opportunity shall be given the student to present a written or oral explanation of his side of the story in a conference with the building principal.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases the requirement of notice and hearing shall follow as soon as possible. The student's parent will be notified as soon as reasonably possible of the reasons for the suspension and their right to appeal the suspension to the Superintendent.

### **Definition of Expulsion:**

An exclusion of a student from school and/or denial of educational services to which the student would otherwise be entitled, for a period of more than ten (10) school days not to exceed one school year.

The school board is the authorizing body for student expulsion.

### **Expulsion Procedures:**

After investigating the alleged misconduct, the Superintendent shall send a registered letter to the parents/guardians of the student notifying them:

1. Of the reason for expulsion hearing;
2. That the student will be called before the school board for the purpose of hearing the evidence of the alleged misconduct for which the expulsion is recommended;
3. Of the time, place, and date for the hearing; and
4. Of the student's right to be represented by counsel, present witnesses, and other evidence and cross-examine witnesses.

Determination by the school board as to whether a student shall be expelled shall be arrived at after discussing the evidence in executive session. Final action by the Board shall be taken in public session. The penalty imposed by the Board may be expulsion for more than ten (10) days.

## **BULLYING, INTIMIDATION AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. The Superintendent or designee shall develop and maintain a program that:

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity, or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived

characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation; threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
  - b. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
  - c. 7:310, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
  - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) as legitimate business use. It subjects any individual to the loss of

privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the US Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution,

### **HARASSMENT OF STUDENTS PROHIBITED**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation, or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation, or bullying by including this policy in the appropriate handbooks.

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

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

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

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Building Principal, Assistant Building Principal, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent

possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager. The Superintendent shall make available the names, addresses, and telephone numbers of current Complaint Managers in the Student Handbook.

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment.

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

### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.

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

A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student 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 consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

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 responsibilities.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. 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, S.W.  
Washington, D.C. 20202-4605

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

### **EDUCATION OF CHILDREN WITH DISABILITIES**

The Kinnikinnick School District shall provide an appropriate public education in the least restricted environment and necessary related services to all children with disabilities enrolled in the school district, as required by the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act.

For students eligible for services under IDEA, the school district shall follow procedures for identification, evaluation, placement, and delivery of services to children

with disabilities provided in the Illinois State Board of Education's Rules and Regulations to govern the administration of special education.

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

School district policies and procedures for children with disabilities as defined by the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 are available at the school district administration office located in the Kinnikinnick School, 5410 Pine Lane, Roscoe, IL.

### **HONORS PROGRAM**

The Kinnikinnick School District provides an honors program in language arts and math for identified academically talented students in grades four through eight. The process for determining eligibility for the honors program will be based on a matrix that considers ability, effort, achievement, and class size.

### **ATHLETICS**

The Kinnikinnick School District sponsors a seventh and eighth grade boys' basketball team, seventh and eighth grade girls' volleyball team, a seventh and eighth grade girls' basketball team, a seventh and eighth grade coed soccer team, and a seventh and eighth grade coed track team.

### **STUDENT ACTIVITIES - ELIGIBILITY**

Student participation in board approved school activities shall be contingent upon the following requirements:

1. School activities shall be defined as a participation in the following board sponsored team sports or organizations:
  - Volleyball
  - Basketball
  - Soccer
  - Track
  - Cheerleading
  - Pom Poms
  - Drama, and
  - Quiz Bowl
2. Students must be scholastically eligible to participate in board approved activities. To be scholastically eligible students may not have an F in any subject or more than two D's.
3. Students are expected to attend all practices, performances and games.
  - Excused absences: Personal illness; medical, dental, orthodontic or chiropractic appointments; attendance at board sponsored team sports

or events; funerals; religious services, or catechism. Written parental confirmation required. May affect playing time.

- Tardy to practice: May affect playing time and include additional consequences during practice.
  - Unexcused absence: 1<sup>st</sup> offense = formal warning.  
2<sup>nd</sup> offense = suspension.  
3<sup>rd</sup> offense = dismissed from the team
4. Students must be in attendance by the end of first period and partake in physical education class to participate in practices or games.
  5. Throughout the school day and during extracurricular activities, students are expected to comply with student behavior responsibilities outlined in the Parent-Teacher Handbook. Behavioral misconduct may result in consequences related to practice or playing time. The extracurricular supervisor/or administration shall determine the appropriate consequences.
  6. Written permission for student participation by parent/guardian giving the district full waiver of responsibility of the risks involved.
  7. A physical examination of the student by a physician and an accompanying written statement assuring that the student's health allows for participation in the activity. The examination must be submitted to school officials **PRIOR** to trying out for volleyball, basketball, soccer, track, cheerleading, and pom poms.
  8. Students must show proof of accident insurance coverage either by a policy purchased through the district's school insurance plan or parental/guardian verification that the student is covered under a family insurance plan.

### **BAND**

Boys and girls may begin band when they are in fifth grade. Bands are formed by grade level, starting in fifth grade and continuing through eighth. Seventh and eighth grade bands may be combined. Students in the middle school bands may also audition for the Jazz/Pep Band. Students will have performance opportunities at concerts, contests, and festivals.

### **STUDENT COUNCIL**

The Kinnikinnick Student Council consists of a president elected from the eighth grade, a vice-president from the seventh grade, and a secretary-treasurer which may be from either grade. Each homeroom from the sixth, seventh, and eighth grades elects one representative and one alternate to the council.

### **DRAMA**

A drama program is offered to boys and girls in the sixth, seventh and eighth grades. Tryouts and rehearsals are held in the spring and followed by a public performance in May.

### **P.T.O**

The Roscoe Parent-Teacher Organization works with the schools to provide quality education for all children. Regular P.T.O. meetings are scheduled during the school year.

### **SMOKING POLICY**

The school board prohibits the use of tobacco on school property when the property is being used for any school purpose. Tobacco shall mean cigarette, cigar, pipe or tobacco in any other form, including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked

### **TEXTBOOK LOAN**

The Board of Education will purchase and loan textbooks to children whose parents are unable to buy them.

### **ASBESTOS HAZARD EMERGENCY ACT**

The Ledgewood, Stone Creek, Kinnikinnick, and Roscoe Middle schools are in compliance with the federal rules and regulations promulgated under the Asbestos Hazard Emergency Response Act (AHERA). Where required, Asbestos Management Plans are available for public inspection at the respective school offices as well as the District Office.

Any concerns relative to asbestos containing materials should be directed to the Designated Asbestos Program Manager (A.P.M.), David Freedlund, Kinnikinnick Community Consolidated School District No. 131, 5410 Pine Lane, Roscoe, Illinois 61073, (815) 623-2837.

### **SCHOOL VISITATION RIGHTS FOR EMPLOYEES**

Under the *School Visitation Rights Act*, effective July 1, 1993, Illinois employers with at least 50 employees will be required to permit parents to take unpaid leave for conferences or classroom activities at their children's schools.

The intent of this legislation is to permit employed parents who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary education or behavioral conferences at the school their children attend.

The Act requires employers to grant school conference and activity leave up to a total of 8 hours during any school year if these functions cannot be scheduled during non-working hours. However, there are some important qualifications:

1. the employee shall be granted leave in increments of no less than one nor more than four hours on a given day;
2. the employee must have exhausted all accrued vacation leave, personal leave, compensatory leave or any other leave except sick leave or disability leave;

3. the employee must have worked for the employer for at least 6 months in a position at least half-time;
4. the employee must submit in a written request at least seven (7) days in advance except for emergencies in which no more than 24 hour notice may be required;
5. the employee must submit documentation of the visit within 2 working days (to be provided by the administrator of the school visited on forms to be developed by the Department of Labor) and is subject to discipline for unexcused absence for failure to do so;
6. the employer need not grant the leave if more than five percent (5%) of the workforce would be on such leave at the same time; and
7. the law specifies that the employer must approve the request for leave unless it would be “unduly disruptive” to the operation of the employer.

The law states that nothing in this Act requires that the leave be paid. The law also includes provision for the employee to make up the time taken on a different day if a reasonable opportunity exists with pay at the regular (not overtime) rate. The law provides that employers shall make a good faith effort to permit an employee to make up the time taken, but make up shall not be required. The law specifies that employees shall not lose any benefits for exercising these rights, nor may their benefits be diminished via bargaining agreement. Employers who violate the act are guilty of a petty offense and subject to \$100 fine for each offense.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual potential marital or parental status.

Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

### **UNIFORM GRIEVANCE PROCEDURE**

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding, but not limited to:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Individuals With Disabilities Education Act, 20 U.S.C. § 1400 *et seq.*;
5. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d *et seq.*;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e *et seq.*;

7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Victims' Economic Security and Safety Act, P.A. 93-591;
10. Illinois Equal Pay Act of 2003, P.A. 93-0006; or
11. Provision of services to homeless students.
12. Illinois Whistleblower Act, 740 ILCS 174/1 et. seq.

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

#### Filing a Complaint

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

#### **1. Investigation**

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

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

## **2. Decision and Appeal**

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

Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 30 school days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the Board of Education's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

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

### **Appointing Complaint Managers**

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager. The Superintendent shall make available the names, addresses, and telephone numbers of current Complaint Managers in the Student Handbook.

<b>Name:</b>	<b>Steve Heidel</b>	<b>Julie Cropp</b>
<b>Address:</b>	<b>6121 Elevator Road</b>	<b>6121 Elevator Road</b>
<b>Telephone No.:</b>	<b>815-623-1884</b>	<b>815-623-1884</b>

**KINNIKINNICK COMMUNITY CONSOLIDATED SCHOOL  
DISTRICT NO. 131  
2011-12 SCHOOL CALENDAR**

**AUGUST**

18	Sixth Grade Parent/Student Orientation	6:00 p.m. at RMS
22	Fifth Grade Band Orientation	7:00 p.m. at KS
22-23	Teacher Institute Days (No School)	
<b>23</b>	<b>Board of Education Meeting</b>	<b>7:00 p.m. at KS</b>
24	Full-day session	
	8:10 a.m. - 2:25 p.m. Ledgewood/Stone Creek/Kinnikinnick	
	9:14 a.m. – 3:20 p.m. Roscoe Middle School	
25	Pre-School, Early Childhood & Kindergarten Parent Orientation	7:00 p.m. at LW & SC
25	Seventh & Eighth Grade Parent Orientation	6:00 p.m. at RMS
29	First Grade Parent Orientation	7:00 p.m. LW & SC
30	Second & Third Grade Parent Orientation	7:00 p.m. at LW
31	Second & Third Grade Parent Orientation	7:00 p.m. at SC

**SEPTEMBER**

5	<b>Labor Day</b> (Legal School Holiday)	
7	Fourth & Fifth Grade Parent Orientation	7:00 p.m. at KS
23	School Improvement Day (No School)	
<b>27</b>	<b>Board of Education Meeting</b>	<b>7:00 p.m. at KS</b>

**OCTOBER**

10	<b>Columbus Day</b> (Legal School Holiday)	
14	Parent Visitation Day	8:15 a.m. - 11:00 a.m.
<b>25</b>	<b>Board of Education Meeting</b>	<b>7:00 p.m. at KS</b>
27	Beginner Band Fall Concert	7:00 p.m. at KS
	Explore Test (Eighth grade only)	

**NOVEMBER**

4	Report Cards	
10	Parent/Teacher Conferences 5:00 – 8:30 p.m.	
11	No School	
17	Parent/Teacher Conferences 5:00 – 8:30 p.m.	
18	No School	
<b>22</b>	<b>Board of Education Meeting</b>	<b>7:00 p.m. at KS</b>
23	No School	
24	<b>Thanksgiving Day</b> (Legal School Holiday)	
25	No School	

**DECEMBER**

7	Sixth, Seventh and Eighth Grade Band Concert	7:00 p.m. at RMS
<b>13</b>	<b>Board of Education Meeting</b>	<b>7:00 p.m. at KS</b>
15	Stone Creek Winter Program	7:00 p.m. at RMS
19-23	No School	
26-30	No School	

**JANUARY**

- 2 School Resumes
- 13 Teacher Institute Day (No School)
- 16 Martin Luther King’s Birthday** (Legal School Holiday)
- 24 Board of Education Meeting** 7:00 p.m. at KS
- 27 Report Cards

**FEBRUARY**

- 1-2 Preschool Screening Hope Church
- 8-9 Preschool Screening Hope Church
- 23 Parent/Teacher Conferences 5:00 – 8:30 p.m.
- 24 No School
- 28 Board of Education Meeting** 7:00 p.m. at KS

**MARCH**

- 1 Parent/Teacher Conferences 5:00 – 8:30 p.m.
- 2 No School
- 5 **Casimir Pulaski Day** (Legal School Holiday)
- 6-16 Illinois Standards Achievement Test
- 20 Board of Education Meeting** 7:00 p.m. at KS
- 22 Ledgewood Spring Program 7:00 p.m. at RMS
- 26-30 No School

**APRIL**

- 6 No School
- 12 Report Cards
- 13 School Improvement Day (No School)
- 19 Fourth Grade Spring Program 7:00 p.m. at RMS
- 13-15 School Play
- 24 Board of Education Meeting** 7:00 p.m. at KS
- 25 Sixth-Eighth Grade Fine Arts Festival 6:30 p.m. at RMS

**MAY**

- 2 Ledgewood/Stone Creek Fine Arts Festival 6:00 p.m. Ledgewood
- 4 Grandparent Visitation Day 8:15 a.m. - 11:00 a.m.
- 10 First Grade LW & SC Music Program 7:00 p.m. at RMS
- 10 Fourth & Fifth Grade Fine Arts Festival 6:30 p.m. at KS
- 15 Kindergarten Music Program 9:45 a.m. at Ledgewood
- 17 Kindergarten Music Program 9:45 a.m. at Stone Creek
- 16-18 Fifth Grade Timber-lee Trip
- 22 Board of Education Meeting** 7:00 p.m. at KS
- 28 Memorial Day** (Legal School Holiday)

**JUNE**

- 1 Eighth Grade Graduation 7:00 p.m. at Hononegah
- 4 Teacher Institute
- 26 Board of Education Meeting** 7:00 p.m. at KS

