2014-2015

JAMES R. WOOD ELEMENTARY PARENT – STUDENT HANDBOOK

OFFICE:

815-498-2338

SOMONAUK COMMUNITY UNIT SCHOOL DISTRICT NO. 432
SOMONAUK, ILLINOIS 60552
STUDENT/PARENT HANDBOOK
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SOMONAUK CUSD #432 PERSONNEL

Dr. James Beal	-	Technology Coordinator
Mrs. Gina Skofich	-	Administrative Secretary
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Mrs. Jill Hill	-	Social Worker
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Ms. Sarah Lavieri	-	Speech Therapist
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JAMES R. WOOD ELEMENTARY SCHOOL
STAFF DIRECTORY

Mrs. Melissa Anderson…….Early Childhood
Mrs. Laura Bellantuono……Paraprofessional
Mrs. Hillary Brown…….……..4B
Mrs. Laura Carlson……... EC Paraprofessional
Mrs. Theresa Corriveau…… ……Paraprofessional
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Mrs. Jackie Hargrave……Paraprofessional
Mrs. Lynn Harrington……...Special Education
Mrs. Jenny Harmon……...2A
Mrs. Tiny Hayes……Playground Supervisor
Mrs. Lynette Hillier……...EC Paraprofessional
Mrs. Fran Kenyon…….3rd/4th Math Teacher
Mrs. Rana Koeppen……...Playground Supervisor
Mrs. Jennifer Kulton…….2B
Mrs. Stacy Krause…….3B
Mrs. Becky LaBolle……..Title I Reading
Mrs. Cindy Lackey……3/4 Math Paraprofessional
Mr. Phillip LaDeur……Special Education
Mrs. Julie Loux……..3A
Mrs. Ashley McNurlan…….…..... Office Secretary
Mrs. Wendy Merkel…….…..KB
Mr. Bill Moris……....Physical Education
Mrs. Claudia Olson……...….Kitchen
Mrs. Nina Pevonka……...1B
Mrs. Colett Pfortmiller…….….4A
Mrs. Janice Pinkous…….…….EC Paraprofessional
Mrs. Christy Pruski……Principal
Mrs. Robin Raupp…….Special Education
Mr. Rob Roach…….….Playground Supervisor
Mrs. Lynda Root…….....Cafeteria Supervisor
Mr. Pat Russell……..... .Custodian
Mrs. Gina Scalf…….….KA
Ms. Kara Scott……Special Education
Mrs. Sue Stenzel……....1A
Mrs. Mandy Taxis……..Instructional Coach
Mrs. Julie Wilson…….….Cafeteria Supervisor

INTRODUCTION

In order to operate a school system efficiently, it is necessary that all students abide by the policies and procedures developed by the administration and staff.

This handbook is intended as a guide to acquaint students and parents with the policies and procedures of Somonauk Public Schools. The handbook has been divided into two sections: General School Information and Board Policies. All students and parents need to be familiar with the policies and regulations as established by the Board of Education and the District's administration. All students, as appropriate, given age and maturity and all parents are required to read and understand the provisions of this Handbook. Failure to read the Handbook does not excuse violations of Board or administration policies and procedures contained in the Guide. In addition, the Student/Parent Handbook may be amended during the year without notice but we will provide parents and students with any changed provisions and an updated copy of the Handbook is available on the District's website.

First and foremost, it is the intent of the Board of Education and administration that all students will be treated fairly and equally at all times.

The Board Policies and Procedures that are included in this handbook provide important information and should be reviewed by both parents and students. A complete copy of all Board Policies and Procedures are kept and may be reviewed by contacting the Superintendent's office.

If you have any questions concerning the material in this handbook, please feel free to call the administration at James R. Wood Elementary School 498-2338.

Somonauk Community Unit School District 432 believes in treating all people with courtesy and with respect. We are a <u>Character Counts</u> school that emphasizes respect, responsibility, caring, trustworthiness, citizenship and fairness.

Somonauk Community Schools are **Safe School Zones.** *This means that possible criminal penalties are severely increased for activities such as gang recruitment, and the possession, use, or sale of drugs and/or weapons while at or near school.*

JAMES R. WOOD ELEMENTARY SCHOOL INFORMATION

Accidents

Any type of injury, no matter how minor that occurs under school supervision must be reported immediately to the staff member supervising the activity or class. The supervising staff member will complete an accident form, and appropriate notification, if determined necessary, shall be made to parents.

Asbestos Notice: Asbestos Management Plan Notice

This is to inform you that Somonauk Community Unit School District 432 maintains an Asbestos Management Plan. The complete Management Plan is available for review in the Administration Office. Should you have any questions, please contact Dawn Green, Superintendent of Schools. (Telephone: 815-498-2314)

Attendance

State law requires that students in grades 2-12 be in attendance for at least 300 minutes (K-1st: 240 minutes) each day to be counted present for the entire day. In order to be recorded for ½ day attendance, students in grades 2-12 need to be in attendance for at least 150 minutes (K-1st: 120 minutes).

Students are expected to attend school every day. If they are sick or an emergency situation causes them to miss school, please do the following:

1. When a student is absent from school, his/her parent or guardian must call the school at 498-2338 prior to 9:00 a.m. the day of the student's absence. School personnel will make a reasonable effort to call parents or guardians of absent students if, within two hours after the first class in which the student is enrolled, no absence has been reported to the school. Parents may report an absence before/after school hours by calling 498-2338 x 321.
2. Parents may be asked to report illness symptoms.
3. If reasonable attempts to reach parents / guardians regarding a student absence have failed, the student absence will be unexcused.
3. If students know ahead of time that they will be absent, they must:
    a. Have their parents write a note to inform the principal at least **two (2)** school days in advance.
    b. Get any assignments the teacher can provide ahead of time.
4. **The principal will decide on the acceptability and validity of all excuses.**
5. Within five (5) days of their absence, students returning from doctor's appointments must have a note from the doctor's office verifying their visit in order for the absence to be excused.

Attendance Policies

All JRW students are allowed ten (10) total school absences per school year. After ten (10) absences, to excuse each absence thereafter, a physician's note stating specific medical reasons for the student's absence will be required within 24 hours of the student's return to school. While seeking a medical excuse, the student's parent or guardian must still comply with absent notification procedures. Should a parent or guardian choose not to secure a medical excuse, the absence will be considered unexcused. Medical notes must be signed by a doctor and state specific days that a student is to be excused from school.
Extreme or unusual circumstances, or absences due to a school related function of an educational nature, will be evaluated by a case-by-case basis by the building administrator.

Attendance letter will be sent home to parents according to the following guidelines:

5th Absence: Parental contact made

10th Absence: 2nd parental contact made, doctor's note initiated (see below)

- A doctor's note specifying the date and time of appointment, as well as when the child is able to return to school must be sent to school within 5 days of the child's absence. *If no doctor's note is provided including the above information, the absence will be considered unexcused*.
- Absences would also be considered excused if student is evaluated by school nurse.

5th UNEXCUSED Absence: Referred to DeKalb ROE Truancy Division.

DeKalb ROE Truancy Guidelines

- Only involved if student is less than 17 years old.
- Student must have 5 unexcused absences before a referral.
- We use the last 180 days of a student's attendance in order to meet the criteria for referral. In other words, we can go into the student's previous school year if it is early in the school year in order to meet the 5 unexcused absence requirement.
- A student is considered truant if they have 5% unexcused absences over 180 day period, extending into the previous year.

Attendance: Arrival/dismissal regulations:
ARRIVAL AT SCHOOL: Students who arrive prior to 8:10 a.m. are to go directly to the playground, by walking around the south end of the building to the playground, unless otherwise directed by signs on all common entry doors. JRW staff will begin supervising the playground once the first bus arrives. Parents who drop their children off **should not pull in to the diagonal spaces before school since it disrupts the flow of our school buses**. Instead, please drop students off while remaining on Maple (a one way street).

AFTER SCHOOL DISMISSAL:
Students riding the bus will be dismissed at 2:58 p.m. from the west side of the building and they will get on the buses on the bus road by the playground. Students (K-2) who usually ride the bus

must ride the bus unless their teacher receives a note from a parent stating that the students will not be riding the bus on a particular day. Parents who have not written a note to their child(ren)'s teacher(s) informing the teachers that they will not be riding the bus as usual will need to check in the office before picking up their child. This is for safety reasons, since the teacher on duty does not know all students' parents. All other students will be dismissed at 3:03 p.m. *in front* of the elementary school. Parents picking up students in cars are asked to *pull in the diagonal parking spaces and park while they wait for their child.* Students will **NOT** be allowed to leave the sidewalk to enter cars that are not parked. This is for your child's safety. We ask that you *do not* park on LaSalle Street or on Magnuson Lane when picking up your child.

For the safety of students and staff, please do not bring pets on school grounds, unless medically necessary.

PICKING UP CHILDREN BEFORE DISMISSAL:

If you wish to pick up your son or daughter at school before the close of the day, please do so through the school's office. Teachers have requested that classroom time not be interrupted to announce that a parent will pick up children. Such interruptions will only be considered on an emergency basis. We will not release a child to anyone other than the parents unless other arrangements had previously been made between the parents and the principal.

DISMISSAL OF CHILDREN:

- Children in grades (K-2) will be expected to follow their regular after school routine (walkers, bus rider), unless the classroom teacher receives a ***written note*** from the parent. ***3rd and 4th grade students are not required to provide a written note. If there is a change to the normal dismissal, please be certain to communicate with your child ahead of time.***
- *Please do not call the office to change your child's after school plans unless it is an emergency.* Students will NOT be permitted to call home to make after school arrangements. If your child is walking to after school activities such as scouts, Young Rembrandts, Girl Scouts, etc. a note must be sent to the classroom teacher or on file in the office. This can be one note used for the school year indicating the day the child is involved in the activity. Students will follow their regular after school routine if no notification has been provided.

Attendance: Family Vacations

From time-to-time it may be necessary for students to be absent from school so that they might go with their parents for a family vacation. While the district understands the need for this to be done on some occasions, parents should realize that being absent from school disrupts the learning process. Students may miss valuable experiences and teacher explanations that are impossible to duplicate. This may severely impact upon the student's grades. Parents should be aware that teachers will not be expected to provide substantial periods of extra help time for students missing school for family vacations. Every effort should be made to limit family vacation to a maximum of five (5) student attendance days. The following guidelines shall be used with regard to such situations:

- Students who go on vacation (missing 2 or more days) when school is in session must get

the absence approved ahead of time by the principal in order to receive an excused absence. Failure to get this approval will result in an unexcused absence. **Written notification of the anticipated absence is required.**

- Once approval has been granted, the student must present the approval form, signed by the principal, to each of his/her teachers at least two school days before the vacation.
- Students will be given as much work as possible before leaving for vacation. It is the student's responsibility to complete all assigned work, turn in completed work and be prepared for any forms of assessment upon returning to school.

Attendance: School Hours

Students shall not arrive at school prior to7:50 a.m. Staff supervision outside begins when the first bus arrives. Students who arrive prior to 8:10 a.m. are to go directly to the playground unless otherwise directed by signs on all common entry doors. Students will be dismissed as set forth above.

Attendance: Tardy

A bell signaling the beginning of school will ring at 8:10 a.m. All students should be in their respective classrooms by 8:15 a.m. Students who arrive to their classrooms at 8:15 or beyond are tardy and require a tardy slip to enter their classroom. Those students who arrive late to school must report to the office to register. Students with excessive tardies or absences may be referred to the Truancy Intervention/Prevention Program for assistance. (See Board Policy #'s 7.70 and 7.75.)

Attendance: Unexcused Absences

Excellent attendance is essential to each student's education, but we recognize that some legitimate absences will occur. The State of Illinois, through its School Code, helps school districts define acceptable absences. According to the School Code, students may be excused from school only for significant illness, family emergency, observance of a religious holiday, death in the family, or circumstances which cause the parent concern for the safety or health of their child. Absences outside these parameters, as determined by the Principal's discretion, will be unexcused.

Bicycles/Skateboards:

Children who are accompanied by an adult (or are third grade and above) may choose to ride their bicycle to school. Proper safety procedures should be followed and discussed at home before any child rides their bike to school. Students should park their bikes immediately after arriving at school. The school will not assume responsibility for the safekeeping of the bicycle. Children should not bring skateboards.

Birthdays:

Please do not bring pizza or other fast food to school as a birthday treat for your child or any other day. This creates a disruption to our normal school day. You are more than welcome to bring a sack lunch or eat the regular school lunch (adult lunch $3.00) with your child. Please do not send gifts, flowers, or balloons to your child at school, as they will be held in the office until school has been dismissed. Invitations to birthday parties, social gatherings, etc. shall be handled outside of the school environment. *Exceptions **may be granted** by the classroom teacher if*

invitations are handed out to the whole class.

Often students bring treats or snacks to school to share on special occasions. While bringing in snacks does not pose a problem, food allergies and health concerns require that food brought in to school be obtained from sources that comply with health department laws relating to food and food labeling. These commercially prepared foods must arrive unopened as packaged by the bakery or manufacturer or they cannot be served to students. Acceptable options include granola bars, fruit snacks, items prepared in a bakery, etc.

Book and Rental Fees

A rental fee will be charged for each student. This fee includes the cost of books, locker fees, and many consumable items. Fees are to be paid at the time of registration. Parents who are financially unable to pay at the time of registration must contact the Superintendent in order to arrange a payment plan. Certain families may be eligible to have fees waived based on economic hardship. For more information, please contact the Superintendent's office.

Bus: Reimbursement

A reimbursement may be available for parents who must transport their child to school because free transportation is not available for their children. Contact the Superintendent's office for more information.

Bus: Rules

1. Listen to and obey the driver.
2. Treat everyone with respect.
3. Stay in your seat, keep hands and feet to yourself.
4. Keep all belongings to yourself and leave others belongings alone.
5. Gum, candy, food, or drink are not to be eaten on the bus.
6. Keep the bus clean and damage free.
7. Obey all other Policies and Procedures of the Board of Education.

Consequences for bus infractions may include (but are not limited to): loss of recess, lunch detention, after school detention, and suspension from riding the bus.

Bus: Transportation

Students living one and one-half miles or more from school are transported by school bus. Buses may also transport students living within this one and one-half mile radius if hazardous conditions exist and if special permission is granted from the Board of Education. School Buses will not travel private lanes.

1. Requests from parents will be reviewed for those students needing to be transported to or from **ONE** alternative place other than their home on a **DAILY** basis for the school year. This means that requests for changes on a daily and weekly basis will **NOT** be honored (i.e. Monday, Wednesday, Friday to one-drop off point and Tuesday-Thursday to another drop-off point). This student MUST go to that alternative place every day.
2. NO notes changing student pick-up and drop-off places on a daily basis will be accepted.

3. Requests will **NOT** be honored for transportation of multiple students to an alternative place. For example, five students going to a babysitter on a different route than their home route.
4. Requests will not be honored for transportation of students on a one-time basis, such as playing at a friend's house or sleepovers.
5. All parent requests must be made prior to August 15th. The requests must be made to the building principal and approved by the building principal and the Director of Transportation. All requests will be reviewed and approved based on availability of space on that particular bus route. If during the school year, additional students move into the district and are added to their regular route and space availability changes on that bus route, the building principal and Director of Transportation will notify the parent of the lack of space on that route for the requested alternative pick-up and drop-off.
6. Parent notes will NOT be accepted by drivers to make changes to a student's transportation.
7. Emergency situations will be reviewed by the building principal.

The transportation of students in a safe and efficient manner is of central importance to the school. Therefore, procedures as listed in Board Policy #7.220 will be followed.

Cell Phones

Cell phones that are brought to school must be turned off prior to entering the building and left in student lockers or given to the teacher for safekeeping. Students who do not follow policy will have their cell phone taken away and parents will be notified. Cell phones will not be returned to students until parent contact has been made regarding the infraction. **The school district is not responsible for any cell phone that is lost, broken or stolen.**

Cheating

Under no circumstances will any type of cheating be allowed. Students who have been caught cheating will receive a disciplinary action based upon the discretion of the teacher and / or principal. Plagiarism, the use of another's language, ideas, and thoughts without giving credit to the original author, is a form of cheating.

Classroom Observations Procedures

As set forth in Section 14-8.02(g) of the Illinois School Code, School District 432 shall afford a parent/guardian reasonable access to educational facilities, personnel, classrooms, and buildings to observe his or her child in the school setting or to visit an educational placement or program proposed for his or her child. The School District shall also provide an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or child, reasonable access to the District's educational facilities, personnel, classrooms, and buildings and to the student in order to conduct an evaluation of the child, the child's performance, the child's current educational program, placement, services, or environment, or any educational program, placement, services or environment proposed for the child. All individuals who visit a District School for these purposes must abide by these Procedures.

Independent Educational Evaluator or Qualified Professional Visits to a District School

1. “Qualified professional” means an individual who holds credentials to evaluate the child in the domain or domains for which an evaluation is sought or an intern working under the direct supervision of a qualified professional, including a master’s or doctoral degree candidate.

2. Before an independent educational evaluator or qualified professional visits a District School, the parent/guardian must inform the building principal in writing of the proposed visit by completing and submitting an *Observation Request Form*, a copy of which may be retrieved from the office of the building principal. The completed Observation Request Form must be returned to the building principal at least three (3) school days prior to the requested date of the proposed visit. If the independent educational evaluator or qualified professional seeks to interview school personnel as part of the evaluation, the parent/guardian must also inform the building principal in writing of the particular school personnel whom the independent educational evaluator or qualified professional would like to interview. Interviews shall be limited to those personnel having information relevant to the child's current or proposed educational services, program, or placement.

3. The building principal or other designated administrator shall arrange the visit on a date and time that is mutually agreeable. If interviews of school personnel are to be conducted, the interviews shall be arranged at a mutually agreed upon time, date, and place that do not interfere with the school employee's school duties. The visit shall not be scheduled on a date and time that would disrupt the educational process or that is deemed to be excessive in duration or frequency, in the discretion of the principal or designated administrator. Only one observer shall be allowed in a classroom at a time.

4. On the agreed upon date and time of the visit, the independent educational evaluator or qualified professional shall sign in and out in the main office upon entering and leaving the District school building, and shall wear proper identification throughout the visit.

5. The independent educational evaluator or qualified professional shall at all times comply with school safety, security, and visitation procedures. The independent educational evaluator or qualified professional shall not interact with any other students, the classroom teacher and/or aide, or otherwise disrupt the educational process. A District staff member shall accompany the independent educational evaluator or qualified professional at all times. The School District reserves the right to terminate the visit at any time in the event of an emergency or unforeseen circumstance, or in the event that the independent educational evaluator or qualified professional fails to comply with the District policies or procedures, or otherwise disrupts the educational process.

6. The independent educational evaluator or qualified professional shall at all times comply with the requirements of applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act. Unless otherwise authorized, the independent educational evaluator or qualified professional is prohibited from taking any photographs, video or audio recordings, or other images during his or her visit, or from creating any records that contain personally identifiable information regarding any child other than the child who is the subject of

the evaluation. The School District reserves the right to terminate the visit should the independent educational evaluator or the qualified professional fail to comply with these terms.

Parent/Guardian Visits to a District School

1. Before visiting a District School, the parent/guardian must inform the building principal in writing of the proposed visit by completing and submitting an *Observation Request Form,* a copy of which may be retrieved from the office of the building principal. The completed Observation Request Form must be returned to the principal at least three (3) school days prior to the requested date of the proposed visit. The building principal or other designated administrator shall arrange the visit on a date and time that is mutually agreeable. During a parent/guardian observation, the parent/guardian shall not interact with his or her child, any other students, the classroom teacher and/or aide, or otherwise disrupt the educational process.

2. On the agreed upon date and time of the visit, the parent/guardian shall sign in and out in the main office upon entering and leaving the District school building, and shall wear proper identification throughout the visit.

3. The parent/guardian shall at all times comply with the School District's school safety, security, and visitation procedures. The School District reserves the right to terminate the parent/guardian visit at any time in the event of an emergency or unforeseen circumstance, or in the event that the parent/guardian fails to comply with the District policies or procedures, or otherwise disrupts the educational process.

4. The parent/guardian shall at all times comply with the requirements of applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act. Unless otherwise authorized, the parent/guardian is prohibited from taking any photographs, video or audio recordings, or other images during his/her visit, or from creating any records that contain personally identifiable information regarding any child other than his or her own child. The parent/guardian may not re-disclose or otherwise share any information concerning any other student. The School District reserves the right to terminate the parent/guardian visit should the parent/guardian fail to comply with these terms.

Closing of School

Occasionally, weather or other unforeseen situations may cause school to close in order to ensure student safety. The following procedures are in place at such times:

1. Morning closing - The roads are traveled at 5:00 a.m. to check their conditions for the buses. If school is to be closed, school personnel and listed radio stations are notified.
2. Parents will be notified of school closing on their primary number via the parent notification system. ***It is imperative that the office has updated phone numbers in the event of school cancellations or other emergency situations***.
3. Closing during school day - Reports concerning road conditions are sought from authorities during severe weather. In the event that school must be closed early, bus drivers will be notified and radio stations will be called. This is usually a case where time

and telephone service is sorely needed so **PLEASE DO NOT CALL THE SCHOOL** as our lines are tied up making necessary arrangements for returning your children home safely. Working parents should make arrangements with friends or neighbors to cover such emergency situations.

The following radio stations will carry such school closing information: **WSPY(107.1 FM)-WSQR(1560 AM)-WLBK(1360 AM)-WLS(890 AM)-WNIJ(90.5 FM)-WGN(720 AM)-WBBM(780 AM).**
School closing information may also be found at www.somonauk.net and www.emergencyclosings.com.

Conferences
Student-parent-teacher conferences are scheduled in the fall. In addition to the regularly scheduled conference day, parents are encouraged to meet with the teaching staff whenever a question or problem should arise. Please make individual appointments at least 24 hours ahead of the meeting by contacting the teacher and making a mutually convenient appointment. Please make every effort to keep siblings at home.

Disaster Plan
Somonauk CUSD #432 has a Situation Management Plan in place, and district personnel have been instructed in its proper use. Each classroom in the district has a posted Evacuation Plan for both fires and tornadoes. In the event of a fire, a loud fire alarm will sound. Students are to evacuate their classroom and exit the building by using the proper exit designated on the classroom map. In the event of a tornado, a siren will sound through the P.A. system and the students will be directed to their designated areas. In the event of another emergency, there are other procedures in place that teachers and staff will follow in order to maintain a safe environment for all students and staff.

In the event that students are evacuated from the school building and cannot return safely, parents will be notified by the District of the time and place they can pick up their child(ren).

Discipline Policies
All student behavior at James R. Wood Elementary is based on respect and consideration for the rights of others. We are a Character Counts school that emphasizes respect, responsibility, caring, trustworthiness, citizenship, and fairness. It is expected that students both individually and in groups shall comply with the direction of teachers and administration. All students are also subject to the behavioral programs of their individual classrooms. Disobedience or open defiance of the authority of the staff shall constitute cause for disciplinary action that may result in after school detention, suspension or expulsion from school. Faculty and staff include, but are not limited to, administrators, teachers, substitutes, aides, supervisors, secretaries, bus drivers, nurses, kitchen help, maintenance personnel, and other support staff. **All discipline policies are in effect when a student is on school grounds, at a school sponsored event, traveling to and from school, or at the bus stop or, whenever, there is a reasonable connection between the misconduct and school.**

The Board of Education's Discipline Policies are included in this Handbook as Appendix A. We ask that both parents and students review these policies at the beginning of each school year.

Discipline: Disrespect to Teachers or Other Staff
Disrespect directed toward any member of the school or district staff is inexcusable and will not be tolerated, whether during the school day or at any extracurricular function, and may result in detention, suspension, or expulsion from school.

Discipline: Drug and Alcohol Use
Students shall be disciplined for possession, use, or distribution of, or any attempt to use or distribute, 1) any illegal or controlled substance, including alcohol, drugs or any look-alike drug or tobacco product, or 2) drug paraphernalia. Discipline shall include, but not be limited to, detention, suspension or expulsion.
Look-Alike Drug means a substance, other than a controlled substance which (1) by overall dosage unit appearance, including shape, color, size, markings or lack thereof, taste, consistency or any other identifying physical characteristic of the substance, would lead a reasonable person to believe that the substance is a controlled substance, or (2) is expressly or impliedly represented to be a controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance.

Discipline: Gross Disobedience and/or Misconduct
Students who engage in gross disobedience or misconduct may be suspended and brought before the Board of Education by the Superintendent on a recommendation for expulsion. For acts of gross disobedience or misconduct, the Board of Education has the authority to expel a student for up to two (2) years. Students who are recommended for expulsion shall receive notice of the recommendation and shall have the right to a hearing before the Board of Education.

Discipline: Fighting
Students who engage in fighting will be suspended for a specified period of time as determined by the administration and the administration may recommend the student for expulsion. Depending on the nature, severity, and number of incidents, a student would be subject to appropriate disciplinary consequences including an in-school or out-of-school suspension.

Discipline: Insubordination
Students are expected to follow the directions and requests of faculty and staff. Students who choose not to follow directions will be subject to detention(s), suspension(s) and/or a recommendation for expulsion.

Discipline: Intimidation/ Bullying/Cyberbullying
Under no circumstances will students be allowed to intimidate or bully other students or staff members. This applies not only during the school day, but also at school-sponsored events, on the way to and from school, at the bus stop, and electronically. Of particular concern are threats to the physical wellbeing of other students. Students may receive detention(s), suspension(s) and /or a recommendation for expulsion depending on the frequency and severity of the violation.

Discipline: Physical Assault/ Battery
Any student who physically assaults or batters another student, faculty, or staff member will receive an out-of-school suspension. Depending on the severity, a recommendation for expulsion may also be made.

Discipline: Suspension
In School Suspension: Students placed on in-school suspension will complete missed school work while serving the in school suspension.

Out of School Suspension: Out-of-school suspension is given by the administration for up to but not to exceed 10 consecutive school days. Students may be suspended out-of-school for 1 to 10 days for gross disobedience or misconduct, as defined by Board policy, which took place on school grounds, at a school sponsored event, while traveling to or from school, or while waiting at the bus stop or at any time a reasonable connection exists between the school and the misconduct or disobedience. While suspended out of school, a student shall not attend any school-related activities at home or away. A letter stating the reason for and length of the suspension will be sent to parents of students under suspension, at which time parents will be notified of their right to challenge the suspension. Excessive suspensions will result in a meeting between parents and school personnel and may result in an appearance before the Board of Education or a recommendation for expulsion.

Discipline: Theft or Possession of Stolen Property
Students who are involved in theft, or who are knowingly in possession of stolen property will be subject to disciplinary action, including but not limited to detentions, suspension and possible recommendation for expulsion. Notification of police authorities will be at the discretion of the administration.

Discipline: Threats
Verbal or written threats are taken very seriously by the School District and may result in detentions, suspensions, or expulsion.

Discipline: Throwing Objects
Objects, including but not limited to snowballs, may not be thrown at any time on school property. Disciplinary action may include, but is not limited to, detention(s).

Discipline: Weapons
Possession of weapons of any kind, including but not limited to, knives of **any** kind, firearms, and percussion arms, is prohibited. Any student who brings weapons to school will be expelled from school for a minimum of one year. The superintendent of schools may modify the expulsion requirement on a case by case basis. Threats of possessing or using a weapon will be subject to proper disciplinary action as well. Any look alike weapons on school grounds are also subject to disciplinary action, including but not limited to detentions, in-school and out of school suspensions.

The Board of Education's Student Discipline Policy, which may be found in Appendix A, defines "weapon".

Discipline: Other Offenses Not Listed

Proper disciplinary action will be taken when any student endangers the safety and welfare of other students or causes a disruption to the educational process of the school.

Dress Code

The basic responsibility for students' appearance while attending school and school activities lies with the students and their parents. Both should be proud of their appearance and the dignity that it presents to others. No student's appearance may disrupt the learning environment. In the event that a student's appearance disrupts the learning environment of the school, the following consequences may occur: loss of recess, phone call home to parents for a change of clothes, or suspension.

Early Release Days

Periodically throughout the school year, students will be released early. On these days a change will be made in the regular schedule. All buses will run their regular routes.

Extra Credit Policy

The Somonauk Learning Community strives to report grades that most accurately report student achievement. We recognize that extra credit can misrepresent student achievement. Extra credit is defined as any student work or activity that adds value to a grade without being averaged into the overall grade. As a result, extra credit will not be given to students. Teachers may provide alternate opportunities for students to demonstrate mastery of skill.

Field Trips

Classes may go on educational field trips, as determined by their classroom teacher and approval from administration. The procedure for going on field trips is as follows:

1. Students are given a Field Trip Permission form by their teacher.
2. The Field Trip Permission form is taken home for parental review and signature.
3. The students then return the form to their teachers.
4. Students returning from field trips must remain in school until the dismissal bell.
5. Parent/guardian chaperones will receive an outline of their responsibilities as well as emergency contact information for them on the day of the trip.
6. Money is not to be taken on school-sponsored trips for food or souvenirs.
7. The classroom teacher will make arrangements with the office for students who do not attend field trips with their homeroom.

Food and Gum in School

Students are not allowed to eat candy or other food except in the cafeteria or under supervision of a teacher in a classroom. Students are NOT permitted to chew gum. This includes when they are in other District buildings during school time. Students are allowed to bring cans of pop to school and keep them with their lunch until lunchtime. Pop may be consumed only in the cafeteria during lunch. Restaurant food may not be delivered / brought to school for lunch.

Grading
Student progress report cards are handed out in three twelve-week grading periods. Student progress is reported based upon outcomes identified at each grade level. Communication regarding student performance between teacher and parent will be ongoing.

Health Services
The State of Illinois requires that all students entering kindergarten, sixth, or ninth grades and anyone entering an Illinois school for the first time complete a physical examination. These examination forms must be signed by the physician and/or dentist, and then returned to school on or before August 1, 2014. NO STUDENTS WILL BE PERMITTED TO ENROLL IN THE SOMONAUK SCHOOL DISTRICT UNTIL THESE REQUIREMENTS ARE MET. (Exceptions are made only when religious or medical objections are properly filed with the district.)

Students in Kindergarten, Grade 2, and Grade 6 need to have a dental exam. Proof of the dental examination has to be provided to the school by May 15th. Kindergarten students must also complete an eye exam by a licensed optometrist or ophthalmologist. Proof of the eye exam needs to be on file in the office by October 15th, or documentation needs to be provided that the student will receive an eye examination within six months.

Somonauk has a registered nurse on duty in the district each school day. Our school nurse has requested that parents take time to check his/her child each morning. If he/she complains of a sore throat, stomachache, headache, etc. please keep him/her at home. This is for both the well being of the child and his/her peers. Many children return to school too soon after illnesses. They should be kept home until they have been fever and symptom free for 24 hours without medication. Often, children think that they feel fine the first thing in the morning after being ill the previous day or night. If children return too soon, many times symptoms reoccur within a few hours after getting to school and the child must be sent home.

Homework
Homework is an assignment to be prepared outside of class time. Each teacher will determine his/her homework policy. Homework is to be turned in on the assigned date. Each teacher will decide if extra time will be allowed for homework assignments.

Homework: Incomplete and Make-up Work
Students with an excused absence for one day (except for vacations) have one school day to make-up the work. For example, if the student misses school on Monday, the make-up work is due the following Wednesday. Students with an excused absence for two consecutive days have two school days to make-up the work. Absences due to the death of an immediate family member will be given special considerations in regard to making up work.
Some parents contact the school for homework when their child is absent. We ask parents to make such requests by 9:00 a.m. to allow adequate time to contact teachers and collect the necessary books.
If it is necessary to give an Incomplete at the end of a grading period, the teacher should supervise and have the student complete the work or make the determination to change the Incomplete work to a failing grade. An Incomplete cannot remain from one grading period to

the next. It is the responsibility of the student to make contact with his/her teachers for back assignments.

Homeless Liaison

Somonauk School District has a designated homeless liaison for the district. Please refer to Board Policy.

Insurance:

During registration, students will be given an opportunity to purchase accident insurance. Students may purchase either of the following: 24-hour health insurance or school-time insurance only.

Internet Technology

Access to Electronic Networks

Electronic cutworks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator (s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic networks must be: (1) in support of education and /or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material,

including files deleted from a user's account bun not erased, may be monitored by school officials.

Internet Safety

The District shall provide content filtering for each computer with Internet access in compliance with the federal Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. Content filtering exception shall be granted by the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic devices.
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials.
3. Ensure student and staff privacy, safety, and security when using electronic communication.
4. Restrict unauthorized access, including "hacking" and other unlawful activities.
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the District's *Authorization for Electronic Network Access* as a condition for using the District's electronic network. Each student and his or her parent (s) / guardian(s) must sign the Authorization before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Invitations:
Invitations to social gatherings, birthday parties, etc. shall be handled outside of the school environment. *Exceptions **may be granted** by the classroom teacher if invitations are handed out to the whole class.* Your cooperation in this matter will be greatly appreciated.

Lockers
Students will be responsible for the care of their own personal equipment. Lockers should be orderly. The only items that may be placed in the lockers are articles of clothing, schoolbooks or supplies relating to school use, lunches, and personal items that the student needs for school activities. No stickers of any type are allowed inside or outside of a locker.
Students may lose locker privileges for misuse or not following classroom rules.

Pursuant to the *School Code*, students have no reasonable expectation of privacy in their lockers or the personal effects therein and the administration or faculty may inspect or search lockers at any time that there is reasonable suspicion of a rule violation.

Lost & Found

All articles found on school premises should be turned in to the school office. Students who have lost articles should check in the office.

Lunch Period and Lunch Money

Students will be assigned a lunch period between 11:00 a.m. to 1:00 p.m. Proper manners and health habits are expected at all times. Inappropriate behavior may result in the loss of lunchroom privileges. Lunch may be purchased from the School District at a cost of $2.25 for students and $3.00 for adults. **Students whose lunch balances fall below $-10.00 will not be allowed to charge a lunch. Students will receive a cheese sandwich and milk.** Parents may purchase a lunch at the adult price and eat with their child in the cafeteria. Visitors eating lunch must sign in and will need to purchase a ticket from the office or payment can be deducted from the child's lunch account. A reserved table has been set aside for visitors and their student to enjoy lunch together. Students may choose one (1) friend to join them at the visitor table. **Restaurant food may not be delivered / brought to school for lunch.**

Medication

Whenever possible, the parent or guardian should make arrangements for medication to be administered at home, before or after school hours. Students who need to take medication during the school day must notify office personnel or the nurse. All medications, both prescription and over the counter (excluding epi-pens and inhalers), must be brought to/from school by an adult in its original container. A note must also accompany the medication from the parent/guardian. Inhalers may be carried and self administered in accordance with School Board Policy #7.270. In order for students to have cough drops in class, they must have a note from a parent/guardian indicating the need for the cough drops.

Personal Items

Students are encouraged **not** to bring personal items from home to school **unless** requested by a teacher. This includes particularly, but is not limited to, items to be used on the playground, I-pods, Nintendo D.S. Kindles, Tablets, Trading cards, Poke-Man, etc. *Cell phones are allowed but must be turned off and left in lockers or given to the teacher for safekeeping. See* ***Cell Phones*** *for additional requirements and information.*

Pesticide Notice: Integrated Pest Management Plan Notice

Somonauk Community Unit School District No. 432 has adopted an integrated pest management program that incorporates the guidelines as established in Public Act 91-525 for the schools in the district. The district contracts with a professional pest control service to assist the district in maintaining a safe and pest free environment for the students of the district. Applications are made on the 3rd Thursday of each month throughout the year and are completed when students are not in attendance. Emergency applications are made when situations warrant and only after proper notification.

A copy of the Integrated Pest Management Plan is on file in the Administration Office. Should you have any questions, please contact Dawn Green, Superintendent of Schools. (Telephone: 815-498-2314)

P.E.

Students unable to participate in P.E. class must have written orders from a physician. A parent note is not sufficient to keep a student out of PE or recess. All students must have a pair of gym shoes that are to be used only for P.E. class. Students who are not dressed appropriately will not be able to participate. (Ex: dress shoes, flip-flops, sandals, crocs, boots, etc.)

Privacy: The Family Educational Rights and Privacy Act

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 the decision and advise 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 t 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

Records: Notice Concerning Student Records

The Illinois School Students Records Act ("ISSRA") the Family Education Rights and Privacy Act ("FERPA"), and the regulations issued pursuant to these laws require that the Board of Education adopt a Student Records Policy ("Policy"). The Board of Education has adopted a Policy and Regulations which are available upon request from the Office of the Superintendent.

The District maintains both a permanent and temporary record for each student. The Permanent Record consists of basic identifying information concerning, his or her parents' names and addresses, the student's academic transcript, attendance record, accident reports, health record, information concerning participation in school sponsored activities and organizations, and a record of release of the permanent record information. The Temporary Record consists of all other records maintained by the District concerning the student and by which the student may be individually identified.

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records except as limited by the Policy or State and Federal law. A student has the right to inspect or copy his or her permanent record. In order to review the student's record, a parent must make a written request to the District. The request will be granted within fifteen (15) school days after the date of receipt of the request. The District may charge a fee not to exceed $.35 per page for copies of the record. This fee will be waived when the parent is unable to pay.

The District prohibits the disclosure by school employees to any person against whom the District has received a certified copy of an order of protection of the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner's child or children are enrolled. The District shall maintain the copy of any order of protection in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection. In addition, no person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the *Illinois Domestic Violence Act of 1986* shall have any right of access to, or inspection of , the school records of that student.

The District will release information contained in student records without parental notice or consent to the following individuals of in the following circumstances:

(1) A District or State Board of Education employee or official with a current demonstrable education or administrative interest in the student when the records are in furtherance of such interest including the educational interests of the child for whom consent would otherwise be required. A District 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 a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
(2) Any person for the purpose of research, statistical reporting or planning, so long as no student or parent can be identified from the released information and the person receiving the information signs an affidavit agreeing to comply with all applicable rules and statutes pertaining to school student records.
(3) In an emergency situation, if the information is necessary for the health and safety of the student or other persons,
(4) If the disclosure is in connection with a student's application for or receipt of financial aid, provided that personally identifiable information from the student 's record's may be disclosed only as may be necessary for determining the eligibility, amount, conditions, or enforcement of the financial aid
(5) If disclosure is necessary to the audit and evaluation of federally-supported education programs
(6) A governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws of Illinois, provided that the records are released to the agency's employees or agents who are designated by the agency to be working on behalf of the District or
(7) If the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released.

Student records may be released without parental consent, but with notice to the parent of their right to inspect copy or challenge the contents of the records to be released, unless otherwise allowed by law:

(1) To the records custodian of a school to which the student has transferred or intends to transfer;
(2) Pursuant to a court order (including subpoena);
(3) To an person as specifically required by law;
(4) Pursuant to a reciprocal reporting agreement, or to state and local officials or authorities to whom such information is allowed to be disclosed pursuant to state statute if the disclosure concerns the juvenile justice system, including, after January 1, 2000, release of records or information to juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court; or

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

A parent also has the right to challenge or seek amendment to any entry in the student's school record, except for (1) grades; and (2) references to expulsions or out-of-school suspensions, if the challenge to expulsions or suspensions is made at the time the records are forwarded to another school to which the student in transferring. Parents may challenge or seek amendment to a student's school record by claiming that the record is inaccurate, irrelevant, improper, misleading, or violative of the student's privacy rights. The School District's Student Records policy, and its accompanying Rules and Regulations, provide for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record or entry, the parent must contact the Superintendent. Parents may obtain a copy of the School District's Student Records policy by contacting the District office. The Policy also provides time lines for the destruction of records. Parent will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for sixty (60) years. Temporary no longer than five (5) years after the student leaves the District. After January 1, 2011, temporary records will be kept no less than five years after the student leaves the District. Student records are reviewed by the District every four (4) years or when a student changes attendance centers. A parent has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.

The law and the Policy designate certain information as "Directory Information". Directory Information includes the student's name, address, telephone listing, gender, grade level, birth date and birthplace, parent's names and addresses, academic awards, degrees and honors received, information relating to school-sponsored activities, organizations, and athletics, major field of study, period of attendance in the school, the height and weight of members of athletic teams, and the most recent previous educational agency or institution attended by the student. This information may be released to the general public, unless a parent informs the District within ten (10) days of this Notice that information concerning his or her child should not be

released, or that the parent desires that some or all of this information not be designated as directory information.

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

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

Recess and Playground

Students who are unable to participate in recess when held out of doors must have written orders from a physician. Students will have indoor recess when the weather is inclement. We will be outdoors for recess unless the temperature or wind chill is *10 degrees or below or 95 degrees and above.* It is important that students dress appropriately for weather conditions. Rules governing playground behavior will be discussed with the students at the beginning of the school year, and whenever deemed necessary, by individual classroom teachers. For safety reasons, students may not be allowed to play on certain equipment if not dressed appropriately (sandals, open-toed shoes, etc.) Appropriate behavior is expected at all times to ensure the safety of our students. Inappropriate behavior will result in discipline pursuant to Board of Education's discipline policy.

Records: Student Records Policy

The District has policies and procedures in place to ensure the confidentiality of school student records maintained by the District. You may contact the Superintendent's office for a copy of such policies and procedures.

Related Services:

The school district offers related services to students who qualify (Speech, Occupational Therapy and Physical Therapy). All services are scheduled during the school day by the related service staff. Parents who bring non-school aged children for such services should remain in the office for their child to return from the session. Any questions or concerns regarding related services should be directed to the child's classroom teacher. For all other inquiries, please contact the grade school office.

RtI

Response to Intervention (RtI) is "the practice of providing 1) high-quality instruction/ intervention matched to student needs and 2) using learning rate over time and level of performance to 3) make important educational decisions" (*Batsche, et al., 2005).* This means using differentiated instructional strategies for all learners, providing all learners with scientific, research-based interventions, continuously measuring student performance using scientifically research-based progress monitoring instruments for all learners and making educational decisions based on a student's response to interventions.

Within an RtI framework, resources are allocated in direct proportion to student needs. This framework is typically depicted as a three-tier model that utilizes increasingly more intense instruction and interventions.

- Tier 1 is the foundation and consists of scientific, research-based core instructional and behavioral methodologies, practices and supports designed for all students in the general curriculum.
- At Tier 2, supplemental instruction and interventions are provided *in addition to core instruction* to those students for whom data suggest additional instructional support is warranted.
- Tier 3 consists of intensive instructional interventions provided *in addition to core instruction* with the goal of increasing an individual student's rate of progress.

Somonauk School District #432 utilizes assessment data from curriculum based measurements to determine the appropriate instructional support on an individual basis.

Social Worker & Psychologist

The school district employs a qualified school psychologist and social worker.

Somonauk Education Boosters (SEB):

SEB is the parent organization that supports the schools in the Somonauk School District and meets the 2nd Thursday of the month (September, November, January, March, and May) throughout the year at 7:00 p.m. in the Beelman Learning Center at the elementary school. SEB organizes several large projects for fundraising, which include working the ticket booths at the Sandwich Fair, the Memorial Day Chicken BBQ and Market day. SEB helps financially support educational (mini) grants for school projects that enhance, rather than duplicate, existing educational programs in the district. SEB also organizes room parents and assists with refreshments at many school events.

The Somonauk Education Boosters (SEB) develops a family directory with names, address and phone numbers. The form will be distributed during the first week of school. Be sure to sign the form in order to be in the directory. For more information, visit the SEB web page at http://athena.somonauk.net/seb/seb.html

Somonauk Education Foundation (SEF):

SEF was incorporated in 2002 as a vehicle to support efforts that will complement, enhance and enrich educational opportunities for the students in Somonauk Community Unit School District #432. The SEF is comprised of a Board of Directors, made up of a cross section of business people and local citizens interested in education. Meetings are held each month in the High School conference room. The SEF works to fund scholarships for graduating seniors. The SEF also supports educational (mini) grants for school projects that enhance, rather than duplicate, existing educational programs in the district. The Somonauk Education Foundation organizes several fundraising events, including the annual Fall Dinner Dance. The Foundation also accepts designated and undesignated contributions that are tax deductible. The SEF also has an

endowment fund in place. For more information, visit the SEF web page at http://athena.somonauk.net/foundation/foundation.htm.

Student Services

Somonauk School District offers special education services and supports for eligible children. Services are offered for students who have disabilities in the following areas: speech and language, learning disabilities, mental impairment, physically handicapped, vision impairment, emotional disturbances, hearing impairment and physical handicaps. Most students remain in the regular education program and receive supports in that environment. A continuum of supports are available that range from services within regular education to placement in programs outside the school district. Eligible students may also receive one or more of the following supports: evaluation/testing, consultation for staff and parents, health services, psychological services, social work services, adapted materials, vision services, hearing services, occupational and or physical therapy and speech and language services.

Student Services: Identification of Eligible Students

Request for a case study to consider special education eligibility:

A referral for a case study evaluation to consider eligibility for special education may be made by parents, guardians, school staff and outside agencies.

1. The parents, guardian, or outside agency making the referral should contact the school principal or the director of special education. (815-498-2314 ext. 232)
2. The referral may be made in written form or by phone.
3. The referral should state:
   a. Child's name, grade and date of birth.
   b. The area of concern such as academics, emotional, health concerns.
   c. A way for the school to best contact the referral source to follow up on the referral.
4. A phone call to the referral source will be made by the Director of Special Education . The Director of Special Education will assist in understanding the referral process, answer any questions concerning the referral and the referral process.
5. The Director of Special Education will set up a domain/referral meeting with the parents or guardians within 14 school days of the referral.
6. A conference notice and a copy of the parent's rights will be mailed.
7. At the domain meeting the district will determine if the request for the case study is warranted. If the district determines not to proceed with a case study, written notice will be provided to the parents.

Medicaid Data Release – Special Education Students Only

If your child receives special education services and is also Medicaid eligible, District 432 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to purse this reimbursement opportunity.
If you approve of the release of information to Medicaid, do nothing.
If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to:

Anne Risen, Director of Special Education
500 W. LaSalle St.; Somonauk, IL 60552

Regardless of your decision, the district must continue to provide, at no cost to you, the services listed in your child's IEP.
This program has no impact on your child's or your family's current or future Medicaid benefits.
Under federal law, participation in this program CANNOT:

a) decrease lifetime coverage or any other public insurance benefit,
b) result in the family paying for services that would otherwise be covered by Medicaid,
c) increase your premiums or lead to discontinuation of benefits or insurance, or
d) result in the loss of eligibility for home and community-based waivers.

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

Telephone Use

Only the phone in the office can be used, and the phone is for emergencies only. Students will not be able to call home for homework, field trip permission, etc. In addition, cell phones are allowed but must be turned off and given to the teacher or left in lockers for safekeeping.

Title One Reading Program:

This is a federally funded program that offers extra support to students. It is not a special education service. The intent of the Title One Program is to provide reading instruction that will enable each student to master reading skills appropriate to age, grade level, and individual abilities. The Title One teacher and the classroom teachers work closely together to insure maximum support. Every student in grades Kindergarten thru 2nd grades is tested within the first 6 weeks of school. The test results along with the classroom teacher's referral are used to determine which students should attend the Title One program. A letter will be sent home to inform the parents about an informational meeting with the Title One teacher.

Because Somonauk CUSD #432 receives Title 1 funding, it is required to notify parents that they have the right to inspect the credentials of their child's classroom teacher(s). To do so, simply write a letter of request to the District Office. We will send the requested information within 10 days of receipt of the letter.
In addition, the law requires Somonauk CUSD #432 to notify parents that all teachers of Somonauk are highly qualified and meet the certification requirements for teaching as established by the Illinois State Board of Education.

Visitation

Somonauk School District is committed to the safety and well-being of its students, faculty, staff and visitors within the building. In the event of an emergency it is crucial to know all persons who are in the building. Therefore, all visitors must enter the front doors at 320 Maple St. for James R. Wood Elementary School. Visitors will sign in, receive a self-adhesive badge and will be asked to leave their driver license at the front office. When leaving the school, visitors then can sign out and the driver's license will be returned. We appreciate your cooperation and assistance in making the students, staff and our visitors as safe as possible.
Somonauk is committed to providing students with a positive and conducive learning environment. In our efforts to do so, please remember the following:

- Sign in the office and leave photo ID and obtain visitor pass, which must be visible
- Place cell phones on vibrate (or turn them off)
- Remove hats, hoods, and sunglasses

Volunteers:
Parents are welcome and encouraged to visit and volunteer in the school. Various volunteer opportunities are available by helping in the classrooms and working in the Learning Center. Volunteers have assisted teachers in the classroom by having some students read to them, supplementing some curriculum areas and working with students on computers. Parents can also volunteer for our **Art Appreciation Program,** which is a program to bring knowledge of artists and art form to each classroom. Parents serve various district and building committees as well as selected interview teams for hiring new staff.

All volunteers shall follow the requirements as set forth in the volunteer handbook. Volunteers are required to:

- Complete a Volunteer Information Form and Waiver of Liability. The principal will conduct a sex offender registry check on each applicant.
- Sign a Confidentiality Statement.
- Sign a Code of Conduct.
- Complete *Ethics and Boundary* training from the online Global Compliance Network (GCN) website

HANDBOOK RECEIPT

I have read and discussed with my student the Somonauk School District Parent/Student Handbook.

Student Name_____GRADE_____

Student Signature:_____

Parent Signature: _____

Date: _____

Please return to your child's classroom teacher by August 29, 2014.